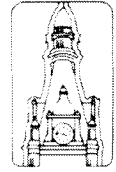


**CITY OF MILWAUKEE**  
**DEPARTMENT OF EMPLOYEE RELATIONS**



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

July 17, 2020

The Honorable  
 Finance and Personnel Committee  
 Common Council  
 City of Milwaukee

*Common Council File No. 200397 – Communication from the Department of Employee Relations relating to classification studies approved at the July 14, 2020 City Service Commission meeting.*

Dear Committee Members:

The following classifications and pay recommendations were approved at the City Service Commission meeting on July 14, 2020.

**Department of Public Works – Operations – Sanitation Services**

Current	Requested
Three New Positions	Program Assistant I PR 5EN (\$40,501 - \$46,724) (Three Positions)

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

**Health Department**

Current	Recommended
3 New Auxiliary Positions	Temporary Public Health Strategist PR 9AX (\$58,462 - \$81,844) FN: Recruitment at any point in range with DER approval.
2 New Auxiliary Positions	Temporary Microbiologist PR 9HN (\$48,294) FN: Employees to be paid in the following range. (\$48,294 - \$67,616). Recruitment at any point in range with DER approval.
3 New Auxiliary Positions	Temporary Data and Evaluation Coordinator PR 9AX (\$58,462 - \$81,844) FN: Employees to be paid in the following range. (\$54,865 - \$76,806). Recruitment at any point in range with DER approval.
4 New Auxiliary Positions	Temporary Human Resources Analyst PR 9RN (\$45,473 – \$55,825) FN: Employees to be paid in the following range. (\$42,500 - \$59,495). Recruitment at any point in range with DER approval.

1 New Auxiliary Positions	Temporary Public Relations Specialist PR 9AX (\$58,462 - \$81,844) FN: Employees to be paid in the following range. (\$51,469 - \$72,063). Recruitment at any point in range with DER approval.
5 New Auxiliary Positions	Temporary Administrative Assistant III PR 9RN (\$45,473 - \$55,825) FN: Employees to be paid in the following range. (\$42,539 - \$48,248). Recruitment at any point in range with DER approval.
1 New Auxiliary Positions	Temporary Graphic Designer II PR 9RN (\$45,473 - \$55,825) FN: Employees to be paid in the following range. (\$43,733 - \$52,391). Recruitment at any point in range with DER approval.
10 New Auxiliary Positions	Temporary Administrative Assistant II PR 9EN (\$40,501) FN: Employees to be paid in the following range. (\$37,830 - \$41,863). Recruitment at any point in range with DER approval.

Note: Residents receive a rate that is 3% higher

Respectfully submitted,



Maria Monteagudo  
Employee Relations Director

Attachments: Job Evaluation Reports  
Fiscal Impact Statement

**Job Evaluation Report**

City Service Commission Meeting: July 14, 2020

**Department of Public Works – Operations – Sanitation Services**

Current	Requested
Three New Positions	Program Assistant I PR 5EN (\$40,501 - \$46,724) (Three Positions)

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

**Background**

The Department of Employee Relations has received a request to study three new positions included in the 2020 budget for DPW – Operations – Sanitation Services. These positions will support the work of the Sanitation Managers at each of the three Sanitation District Field Offices. DER received new job descriptions and discussions were held with Operations Division Director Laura Daniels.

**Duties, Responsibilities and Requirements**

The Program Assistant I performs various administrative functions in the Sanitation District Field Offices including staff and equipment scheduling, compiling statistical reports, tracking of work orders, and general office duties. Duties and responsibilities include the following:

- 40% Schedule Operations Driver / Workers and City Laborers for sanitation assignments; update daily report to reassign personnel due to call-outs, vacations, sick, injury, etc.; and update truck assignments due to breakdowns and availability, updating truck change reports as needed.
- 35% Print, track, and update work orders form Work Orders database of all resident and aldermanic service requests reported to the Unified Call Center; create and update reports as needed, to ensure all work orders are in progress and updated promptly; and update and maintain various reporting metrics to facilitate centralized data aggregation and analysis.
- 10% Update records in cart database and inventory management systems. Maintain correct cart serial numbers to address associate and verify property is eligible for carts request or assigned.
- 10% Provides customer service for in person requests for service. Provides phone coverage for the office while maintaining excellent customer service to elected offices, property owners, and citizens to facilitate resolution of service requests or complaints.
- 5% Provide office coverage during snow and ice control operations; assist supervisors as needed for driver tracking, from completion, and database entry; and other duties as assigned.

Minimum requirements include at least three years of clerical experience performing duties closely related to the position, with at least six months of experience at an Office Assistant IV level or above.

**Analysis and Recommendation**

One of these new Program Assistant I positions will be assigned to each of Sanitation Services District Field Offices in support of the Sanitation Area Managers. The positions will be responsible for coordinating daily scheduling of Operations Driver Workers and City Laborers in order to meet the daily staffing needs for guaranteed garage and recycling collection schedules. Other duties include monitoring work orders entered into the DPW Work Orders System; responding to work orders or referring them to the appropriate supervisor for completion; and closing out work orders when completed. The positions will also provide data and reports to managers on daily and seasonal operations.

These new positions will perform a range of administrative duties and therefore the requested job series of Program Assistant is appropriate. Program Assistants perform a variety of office support and administrative duties throughout City departments. To determine which level we looked at specifications as shown below.

Program Assistant I – Pay Range 5EN (\$40,501 - \$46,724)

Performs duties and responsibilities to support the work of professionals and/or managers in a specific area of operations or program within a City department. Requires a good working knowledge of policies and procedures associated with a particular program or area of operations and significant on-the-job work experience in the area. Carries out duties and responsibilities very independently and consults with managers and professionals regarding unusual situations requiring the interpretation of policies.

Program Assistant II – Pay Range 5FN (\$42,539 - \$48,248)

Positions in this classification require the equivalent knowledge and skill normally obtained with a bachelor's degree. Some positions function as group leaders for other employees. A hallmark of the Program Assistant II is the analysis of information, in contrast to gathering or compiling information. In analyzing information, the employee is required to draw conclusions and make recommendations from the information presented. This information may be in the form of accounting information, budget records and reports, financial information, contracts, or qualitative information. Program Assistants IIs are expected to independently initiate new work projects and improve processes on a continuous basis.

Both Program Assistant classifications are higher level administrative support paraprofessional classifications and perform a variety of duties depending on their area of focus. Some analysis work may be performed at both levels but there is a stronger focus on analysis for the Program Assistant II level.

The position under study more closely matches the specification for the Program Assistant I as it performs duties and responsibilities to support the work of Sanitation Area Managers, works independently; and requires a good working knowledge of the policies and procedures. The position compiles and gathers information but does not have an emphasis on analysis which is the hallmark of the Program Assistant II classification.

Based upon this analysis this report recommends the classification of Program Assistant I in Pay Range 5EN (\$40,501 - \$46,724) for these three new positions.

**Action Required - Effective Pay Period 1, 2020 (December 29, 2019)**

In the Positions Ordinance

In the Department of Public Works – Operations Division – Sanitation Section – Field Operations

Delete three positions of 'Program Assistant II' and add three positions of 'Program Assistant I'

Reviewed by: Andrea Knickerbocker  
Andrea Knickerbocker, Human Resources Manager

Reviewed by: M. Monteagudo  
Maria Monteagudo, Employee Relations Director

**JOB EVALUATION REPORT**

City Service Commission Meeting: July 14, 2020

**Health Department**

<b>Current</b>	<b>Recommended</b>
3 New Auxiliary Positions	Temporary Public Health Strategist PR 9AX (\$58,462 - \$81,844) FN: Recruitment at any point in range with DER approval.
2 New Auxiliary Positions	Temporary Microbiologist PR 9HN (\$48,294) FN: Employees to be paid in the following range. (\$48,294 - \$67,616). Recruitment at any point in range with DER approval.
3 New Auxiliary Positions	Temporary Data and Evaluation Coordinator PR 9AX (\$58,462 - \$81,844) FN: Employees to be paid in the following range. (\$54,865 - \$76,806). Recruitment at any point in range with DER approval.
4 New Auxiliary Positions	Temporary Human Resources Analyst PR 9RN (\$45,473 - \$55,825) FN: Employees to be paid in the following range. (\$42,500 - \$59,495). Recruitment at any point in range with DER approval.
1 New Auxiliary Positions	Temporary Public Relations Specialist PR 9AX (\$58,462 - \$81,844) FN: Employees to be paid in the following range. (\$51,469 - \$72,063). Recruitment at any point in range with DER approval.
5 New Auxiliary Positions	Temporary Administrative Assistant III PR 9RN (\$45,473 - \$55,825) FN: Employees to be paid in the following range. (\$42,539 - \$48,248). Recruitment at any point in range with DER approval.
1 New Auxiliary Positions	Temporary Graphic Designer II PR 9RN (\$45,473 - \$55,825) FN: Employees to be paid in the following range. (\$43,733 - \$52,391). Recruitment at any point in range with DER approval.
10 New Auxiliary Positions	Temporary Administrative Assistant II PR 9EN (\$40,501) FN: Employees to be paid in the following range. (\$37,830 - \$41,863). Recruitment at any point in range with DER approval.

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

**Background**

The Department of Employee Relations has received a request from Dr. Jeanette Kowalik, Commissioner of Health, to classify new auxiliary positions in response to COVID-19. Those hired into these titles will be brought on as temporary appointments. Job description were provided and discussions were held with the Commissioner of Health, Rocio Serna, Human Resources Officer, and La'Neka Horton, Human Resources Representative.

**Duties and Responsibilities**

<b>Current</b>	New Position		3 Aux Positions
<b>Recommended</b>	Temporary Public Health Strategist	PR 9AX (\$58,462 - \$81,844) FN: Recruitment Flexibility with DER approval	3 Aux Positions

The Temporary Public Health Strategist is responsible for providing technical expertise, project management, and leadership related to the development, implementation, facilitation, and oversight of the City of Milwaukee Health Department’s (MHD) COVID- 19 initiatives. Duties and responsibilities include the following:

- Perform COVID- 19 related communication for internal stakeholders during COVID-19 pandemic.
- Manage COVID- 19 related grant activities including inter-departmental and intra-departmental grant writing coordination.
- Coordinate training and development, and performance management of temporary COVID- 19 response MHD staff.
- Implement community outreach initiatives.
- Communicate COVID- 19 activities and updates to internal MHD staff and community stakeholders through regular communication.
- Identify quality improvement processes, methods, systems, and analysis by using a best practices approach and evidence informed decision making.

Minimum qualifications include graduation from an accredited college or university with a bachelor’s degree in health, public policy, or a related field. A minimum of 2 years of experience community health, coalition coordination, program coordination, and/or functions related to the position. Equivalent combinations of education and experience may also be considered.

<b>Current</b>	New Position		2 Aux Positions
<b>Recommended</b>	Temporary Microbiologist	PR 9HN (\$48,294) FN: Employees to be paid in the following range. (\$48,294 - \$67,616). Recruitment at any point in range with DER approval.	2 Aux Positions

Under the supervision of the Public Health Deputy Laboratory Director, the Microbiologist performs laboratory testing for the Microbiology, Virology and Molecular Science sections of the City of Milwaukee Health Department (MHD) Laboratory including advanced molecular testing for communicable diseases such as sexually transmitted infections (STI), Tuberculosis (TB) and viral diseases of human sources. The Microbiologist will be required to work with highly pathogenic microorganisms in a biosafety level 3 (BSL-3) laboratory following the Centers for Disease Control and Prevention (CDC), Laboratory Response Network (LRN), and other federal guidelines.

- Provide laboratory services in a timely and efficient manner using conventional and advanced molecular methods (e.g. PCR and sequencing) for identification of microbial agents in clinical and environmental specimens.
- Assure quality lab testing by maintaining latest laboratory techniques and skills related to clinical and environmental microbiology sample processing and analysis.
- Draft and review standard operating procedures (SOPs) for new methods, protocols, and standard laboratory procedures, including the review and interpretation of test results and the usage of complex instruments; troubleshoot laboratory technical problems in the main and satellite (clinic) laboratories.
- Assume technical responsibility and serve as a backup in the absence of other Senior and Lead Microbiologists.

- Provide general direction and technical assistance to the Medical Laboratory Technicians.
- Maintain quality control and safety measures as required by state and federal guidelines, including Clinical Laboratory Improvement Amendments (CLIA), implement quality standards and provide related technical assistance at MHD laboratories.
- Assist in the establishment of new programs, method validation and test procedures.
- Document all appropriate information for quality improvement (QI), according to established protocol.
- Assist with compliance and inspection preparation for CLIA, CDC and other regulatory agencies.
- Conduct biosafety training, including drills and exercises.
- Assist in improving the quality and efficiency of laboratory procedures, and update policies.
- Review laboratory results for accuracy, precision and validity.
- Assist in the development of educational and training protocols; coordinate staff training and competency assessment for clinical test procedures; provide instruction and mentorship to students and interns.
- Maintain inventory of supplies and coordinate orders for clinic and main laboratory.
- Assume responsibility for optimal operation of instrumentation; coordinate related services and repair.
- Provide work and technical direction to the clinic laboratory staff.
- Assist Deputy Lab Director in staff scheduling, writing and revising SOPs and organizing data for reports, grants, manuscripts or presentations.
- Utilize computer/laboratory information systems appropriately and serve as a resource to other users.

Minimum qualifications include a Bachelor’s degree in microbiology, medical technology, molecular biology or a closely related biological science from an accredited college or university; Four years of experience as a professional level microbiologist in a clinical or public health laboratory performing duties related to the essential functions for this position.

<b>Current</b>	New Position		3 Aux Positions
<b>Recommended</b>	Temporary Data and Evaluation Coordinator	PR 9AX (\$58,462 - \$81,844) FN: Employees to be paid in the following range. (\$54,865 - \$76,806). Recruitment at any point in range with DER approval.	3 Aux Positions

The Temporary Data and Evaluation Coordinator is responsible for design, development, implementation, analysis, and summary of program evaluation data for COVID- 19 related activities within the City of Milwaukee Health Department (MHD). Working with epidemiologists and program staff, the evaluator maintains a portfolio of MHD programs, initiatives, and special projects, which this role is responsible for evaluating. Duties and responsibilities include:

- Support data and evaluation activities for COVID- 19 related department programming, including data collection and analysis and management practices to ensure that public health goals are effective and efficient.
- Develop and implement qualitative and quantitative data collection tools with feedback from and involvement of stakeholders (e.g., survey design, instrument development, focus groups, key informant interviews, and client interviews).
- Analyze and interpret qualitative and quantitative data using statistical software packages and qualitative data analysis techniques, with involvement of stakeholders.
- Provide technical support to stakeholders to ensure the highest quality of programmatic performance measurement and increase the department’s capacity to evaluate and improve the department’s practices, programs and use of resource.

- Establish a performance monitoring and reporting system and provide frequent progress reports including, performance status, and quality improvement outcomes.
- Research, develop and implement performance management processes including, training to ensure compliance with program management system reporting and tool and materials to expand the department's capacity related to data.
- Maintain systems for tracking key performance indicators of the department by continuously reviewing and analyzing the alignment of program performance and department goals and strategies.

Minimum qualifications include graduation from an accredited college or university with a degree in public health, epidemiology, public policy, statistics, or related field. A minimum of 2 years of experience in data research, evaluation, collection and analysis and/or functions related to the position. Equivalent combinations of education and experience may also be considered.

<b>Current</b>	New Position		4 Aux Positions
<b>Recommended</b>	Temporary Human Resources Analyst	PR 9RN (\$45,473 – \$55,825) FN: Employees to be paid in the following range. (\$42,500 - \$59,495). Recruitment at any point in range with DER approval.	4 Aux Positions

The Temporary Human Resources Analyst performs a full-range of professional duties relating to the COVID-19 personnel and payroll functions in the City of Milwaukee Health Department (MHD). The Temporary Human Resources Analyst position is responsible for payroll and personnel transactions, payroll statistics, and employee benefit processing for the City of Milwaukee Health Department. Duties and responsibilities include the following:

- Maintain employee information in HRMS and personnel files, such as appointments, new employee data, sick leave, jury duty, promotions, transfers, discipline, retirements and separations.
- Post corrections and adjustments in the CityTime for employee payroll accounts and leave balances, record appropriate information in HRMS, and forward time card adjustments to the Program Assistant II to enter into the Employee Database.
- Process auto allowance requests and maintain employee auto insurance and driver's license records.
- Provide support to employees regarding timecard processing and employee benefits.
- Process special pays such as Development Awards and retroactive payments.
- Respond to the payroll request for unemployment or worker's compensation wage statements.

Minimum qualifications include four years of progressively responsible office support experience which includes a substantial amount of customer contact, work with detailed records and at least one (1) year of related experience.

<b>Current</b>	New Position		1 Aux Positions
<b>Recommended</b>	Temporary Public Relations Specialist	PR 9AX (\$58,462 - \$81,844) FN: Employees to be paid in the following range. (\$51,469 - \$72,063). Recruitment at any point in range with DER approval.	1 Aux Positions

Under the direction of the Health Communication Officer, the Temporary Public Relations Specialist assists in managing the public relations and publications functions. Duties and responsibilities include the following:

- Oversee external communications during the COVID-19 pandemic.
- Performs COVID- 19 related media relations duties by maintaining various news media contacts, arranges news conferences and disseminates information to the news media and to the public.



- Writes television scripts and performs on-air hosting and reporting duties for programming on the City Channel.
- Assists the Health Communication Officer in supervising with public relations activities.
- Writes news releases, newsletters, speeches, brochures, flyers, reports, and promotional materials.
- Performs media relations duties by maintaining various news media contacts, arranges news conferences, and disseminates information to the news media and to the public using social media and via the City of Milwaukee’s E Notify system.
- Provides public relations advice and counsel.

Minimum qualifications include graduation from an accredited college or university with a bachelor’s degree in journalism, public administration, mass communications or related field of study.

<b>Current</b>	New Position		5 Aux Positions
<b>Recommended</b>	Temporary Administrative Assistant III	PR 9RN (\$45,473 – \$55,825) FN: Employees to be paid in the following range. (\$42,539 - \$48,248). Recruitment at any point in range with DER approval.	5 Aux Positions

The Temporary Administrative Assistant III is primarily responsible for providing high-quality administrative support to the Deputy Commissioner of Medical Services. Duties and responsibilities include the following:

- Provide administrative support to Deputy Commissioner of Medical Services including calendar management, meeting coordination, other scheduling needs.
- Maintain calendars, including location and contact information for routine meetings with departmental personnel and other external appointments.
- Process incoming and outgoing mail; answer and direct telephone inquiries to appropriate person or department; maintain filing systems; maintain equipment and supplies inventories; and coordinate travel as needed.
- Prepare communications and reports for internal and external consumption using databases, spreadsheets, word processing, email, presentation software or other similar applications.
- Coordinate the scheduling of meetings and take meeting minutes.
- Participate in community meetings and events as assigned.

Minimum qualifications include four years of progressively responsible office support experience performing duties related to this position, including at least one year of experience providing administrative support. Equivalent combinations of education and experience may be considered.

<b>Current</b>	New Position		1 Aux Positions
<b>Recommended</b>	Temporary Graphic Designer II	PR 9RN (\$45,473 – \$55,825) FN: Employees to be paid in the following range. (\$43,733 - \$52,391). Recruitment at any point in range with DER approval.	1 Aux Positions

The Temporary Graphic Designer II is responsible for the timely production of web-based, printed and electronic materials used by the City of Milwaukee Health Department (MHD) for the purpose of informing and educating the public about public health services, programs and functions. Duties and responsibilities include the following:

- Produce graphics and health education materials in response to COVID-19 with special attention to vulnerable communities.
- Design and produce rough and finished layouts, illustrations, and paste-up of COVID- 19 related printed materials.
- Assist in the design and construction of graphic exhibits and displays.
- Prepare charts, graphs, and maps.
- Prepare visual aids for TV/Video and lecture use and perform 35-mm/digital photographic work as needed.
- Prepare art for slides and overhead transparencies.

Minimum qualifications include a bachelor's degree or associates degree in graphic design, commercial art, or a related field from a college accredited by an agency recognized by the Council for Higher Education Accreditation, U.S. Department of Education or a foreign equivalent. One year of professional graphic design experience needed. Equivalent combinations of education and experience may also be considered.

<b>Current</b>	New Position		10 Aux Positions
<b>Recommended</b>	Temporary Administrative Assistant II	PR 9EN (\$40,501) FN: Employees to be paid in the following range. (\$37,830 - \$41,863). Recruitment at any point in range with DER approval.	10 Aux Positions

The Temporary Administrative Assistant II performs complex clerical, secretarial and administrative work for Milwaukee Health Department (MHD) COVID- 19 related activities.

- Perform data entry and administrative functions (e.g. printing, mailing) related to COVID- 19 Hotline functions and requests.
- Performs administrative duties and functions including answering phones, receiving guests, filing, typing correspondence, scanning and coordinating meetings and calendars.
- Composes, types, and edits a variety of correspondence, reports, memoranda and other materials requiring judgment as to content, accuracy, and completeness.

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

**Analysis and Recommendation**

The aforementioned positions are necessary in order to effectively manage the City of Milwaukee’s response to COVID- 19. Each title will be responsible for performing operational duties aimed at streamlining processes and COVID- 19 response initiatives. These positions will aid the department in reducing the complexity of tasks and increasing the health department’s capacity to manage workloads and duties. Without these positions the ability to transition into next phase in the COVID- 19 response will be challenging.

Based upon the above analysis this report recommends the following:

<b>Recommendation</b>
Temporary Public Health Strategist PR 9AX (\$58,462 - \$81,844) 3 Auxiliary Positions FN: Recruitment at any point in range with DER approval.
Temporary Microbiologist PR 9HN (\$48,294)

2 Auxiliary Positions FN: Employees to be paid in the following range. (\$48,294 - \$67,616). Recruitment at any point in range with DER approval.
Temporary Data and Evaluation Coordinator PR 9AX (\$58,462 - \$81,844) 3 Auxiliary Positions FN: Employees to be paid in the following range. (\$54,865 - \$76,806). Recruitment at any point in range with DER approval.
Temporary Human Resources Analyst PR 9RN (\$45,473 – \$55,825) 4 Auxiliary Positions FN: Employees to be paid in the following range. (\$42,500 - \$59,495). Recruitment at any point in range with DER approval.
Temporary Public Relations Specialist PR 9AX (\$58,462 - \$81,844) 1 Auxiliary Position FN: Employees to be paid in the following range. (\$51,469 - \$72,063). Recruitment at any point in range with DER approval.
Temporary Administrative Assistant III PR 9RN (\$45,473 – \$55,825) 5 Auxiliary Positions FN: Employees to be paid in the following range. (\$42,539 - \$48,248). Recruitment at any point in range with DER approval.
Temporary Graphic Designer II PR 9RN (\$45,473 – \$55,825) 1 Auxiliary Position FN: Employees to be paid in the following range. (\$43,733 - \$52,391). Recruitment at any point in range with DER approval.
Temporary Administrative Assistant II PR 9EN (\$40,501) 10 Auxiliary Positions FN: Employees to be paid in the following range. (\$37,830 - \$41,863). Recruitment at any point in range with DER approval.

**Action Required – Effective Pay Period 16 (July 26, 2020)**

In the Salary Ordinance

Create Pay Range 9AX with the following rates:

Wage Rate:

Biweekly	2,248.55	3,147.86
Annual	58,462.30	81,844.36

Resident Wage Incentive:

Biweekly	2,316.01	3,242.30
Annual	60,216.26	84,299.80

Add the title 'Temporary Data and Evaluation Coordinator (1) (4)' and create the following footnote:

(1) Employees to be paid in the following range. Recruitment at any point in the range with DER approval.

Biweekly	2,110.18	2,954.08
Annual	54,864.68	76,806.08

- (4) Employees to be paid in the following range. Recruitment at any point in the range with DER approval.

Biweekly	2,173.49	3,042.70
Annual	56,510.74	79,110.20

Add the title 'Temporary Public Health Strategist (2) (5)' and create the following footnote:

- (2) Recruitment at any point in the range with DER approval.  
(5) Recruitment at any point in the range with DER approval.

Add the title 'Temporary Public Relations Specialist (3) (6)' and create the following footnote:

- (3) Employees to be paid in the following range. Recruitment at any point in the range with DER approval.

Biweekly	1,979.57	2,771.65
Annual	51,468.82	72,062.90

- (6) Employees to be paid in the following range. Recruitment at any point in the range with DER approval.

Biweekly	2,038.96	2,854.80
Annual	53,012.96	74,224.80

Under Pay Range 9HN:

Add the title 'Temporary Microbiologist (1) (2)' and create the following footnote:

- (1) Employees to be paid in the following range. Recruitment at any point in the range with DER approval.

Biweekly	1,857.47	2,600.60
Annual	48,294.22	67,615.60

- (2) Employees to be paid in the following range. Recruitment at any point in the range with DER approval

Biweekly	1,913.19	2,678.62
Annual	49,742.94	69,644.12

Under Pay Range 9RN:

Add the title 'Temporary Human Resources Analyst (2) (6)' and create the following footnote:

- (2) Employees to be paid the following range. Recruitment at any point in the range with DER approval.

Wage Rate:

Biweekly	1,634.62	2,288.38
Annual	42,500.12	59,497.88

- (6) Employees to be paid the following range. Recruitment at any point in the range with DER approval

Resident Wage Incentive:

Biweekly	1,683.66	2,357.03
Annual	43,775.16	61,282.78

Add the title 'Temporary Administrative Assistant III (3) (7)' and create the following footnote:

- (3) Employees to be paid the following range. Recruitment at any point in the range with DER approval.

Wage Rate:

Biweekly	1,636.11	1,855.70
Annual	42,538.86	48,248.20

- (7) Employees to be paid the following range. Recruitment at any point in the range with DER approval.

Resident Wage Incentive:

Biweekly	1,685.19	1,911.37
Annual	43,814.94	49,695.62

Add the title 'Temporary Graphic Designer II (4) (8)' and create the following footnote:

- (4) Employees to be paid the following range. Recruitment at any point in the range with DER approval.

Wage Rate:

Biweekly	1,682.03	2,015.04
Annual	43,732.78	52,391.04

(8) Employees to be paid the following range. Recruitment at any point in the range with DER approval.

Resident Wage Incentive:

Biweekly	1,732.49	2,075.49
Annual	45,044.74	53,962.74

Under Pay Range 9EN

Add the title 'Temporary Administrative Assistant II (1) (2)' and create the following footnote:

(1) Employees to be paid the following range. Recruitment at any point in the range with DER approval.

Wage Rate:

Biweekly	1,455.01	1,610.13
Annual	37,830.26	41,863.38

(2) Employees to be paid the following range. Recruitment at any point in the range with DER approval.

Resident Wage Incentive:

Biweekly	1,498.66	1,658.43
Annual	38,965.16	43,119.18

Prepared by: Arielle Ewing  
Arielle Ewing, Human Resources Analyst - Senior

Reviewed by: Andrea Knickerbocker  
Andrea Knickerbocker, Human Resources Manager

Reviewed by: M. Monteagudo  
Maria Monteagudo, Employee Relations Director



# City of Milwaukee Fiscal Impact Statement

**A** **Date** 7/17/2020 **File Number** 200397  **Original**  **Substitute**

**Subject** Communication From the Department of Employee Relations relating to the classification studies approved at the July 14, 2020 City Service Commission Meeting.

**B** **Submitted By (Name/Title/Dept./Ext.)** Sarah Trotter / Human Resources Representative / Employee Relations / x2398

**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) Federal CARES Act fund
- Contingent Fund
- Special Purpose Accounts
- Grant & Aid Accounts

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

F

Assumptions used in arriving at fiscal estimate. Please see 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 July 14, 2020  
Finance and Personnel Committee Meeting of July 22, 2020

**NEW COSTS FOR 2020**

No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal
3	DPW-Operations	New Positions	N/A	Program Assistant I*	5EN	N/A	N/A	N/A	Included in 2020 Budget	
3	Health	New Auxiliary Positions	N/A	Temporary Public Health Strategist	9AX	N/A	N/A	N/A	Included in File 200327	
2	Health	New Auxiliary Positions	N/A	Temporary Microbiologist	9HN	N/A	N/A	N/A	Included in File 200327	
3	Health	New Auxiliary Positions	N/A	Temporary Data and Evaluation Coordinator	9AX	N/A	N/A	N/A	Included in File 200327	
4	Health	New Auxiliary Positions	N/A	Temporary Human Resources Analyst	9RN	N/A	N/A	N/A	Included in File 200327	
1	Health	New Auxiliary Position	N/A	Temporary Public Health Specialist	9AX	N/A	N/A	N/A	Included in File 200327	
5	Health	New Auxiliary Positions	N/A	Temporary Administrative Assistant III	9RN	N/A	N/A	N/A	Included in File 200327	
1	Health	New Auxiliary Position	N/A	Temporary Graphic Designer II	9RN	N/A	N/A	N/A	Included in File 200327	
10	Health	New Auxiliary Positions	N/A	Temporary Administrative Assistant II	9EN	N/A	N/A	N/A	Included in File 200327	
32								\$0	\$0	\$0

Assume effective date is Pay Period 16, 2020 (July 28, 2020) unless indicated otherwise.

\*Assume effective date is Pay Period 1, 2020 (December 29, 2019).

**NEW COSTS FOR FULL YEAR**

No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal
3	DPW-Operations	New Positions	N/A	Program Assistant I	5EN	N/A	N/A	N/A	Included in 2020 Budget	
3	Health	New Auxiliary Positions	N/A	Temporary Public Health Strategist	9AX	N/A	N/A	N/A	Included in File 200327	
2	Health	New Auxiliary Positions	N/A	Temporary Microbiologist	9HN	N/A	N/A	N/A	Included in File 200327	
3	Health	New Auxiliary Positions	N/A	Temporary Data and Evaluation Coordinator	9AX	N/A	N/A	N/A	Included in File 200327	
4	Health	New Auxiliary Positions	N/A	Temporary Human Resources Analyst	9RN	N/A	N/A	N/A	Included in File 200327	
1	Health	New Auxiliary Position	N/A	Temporary Public Health Specialist	9AX	N/A	N/A	N/A	Included in File 200327	
5	Health	New Auxiliary Positions	N/A	Temporary Administrative Assistant III	9RN	N/A	N/A	N/A	Included in File 200327	
1	Health	New Auxiliary Position	N/A	Temporary Graphic Designer II	9RN	N/A	N/A	N/A	Included in File 200327	
10	Health	New Auxiliary Positions	N/A	Temporary Administrative Assistant II	9EN	N/A	N/A	N/A	Included in File 200327	
32								\$0	\$0	\$0