



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

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

July 24, 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 scheduled for the July 28, 2020 City Service Commission meeting.*

Dear Committee Members:

The following classifications and pay recommendations are scheduled for the City Service Commission meeting on July 28, 2020.

**Department of Public Works-Infrastructure Services**

| Current  | Recommended   |
|--|---|
| Mechanical Engineer II<br>PR 2GN (\$51,469 - \$72,063)<br>Recruitment rate is \$58,373<br>(One Position) | Mechanical Engineer III<br>PR 2IN (\$58,462 - \$81,844)<br>Recruitment rate is \$66,324<br>(One Position)   |
| Accountant III<br>PR 2GX (\$51,469 - \$72,063)<br>(Two Vacant Positions)                                 | Accounting and Grant Specialist<br>PR 2HX (\$54,865 - \$76,806)<br>Recruitment anywhere in the range with approval by DER<br>(Two Vacant Positions) |

Note: Residents receive rates that are 3% higher

**Health Department**

| Current             | Recommended  |
|---------------------|--|
| New Underfill Title | Temporary Human Resources Assistant<br>PR 9RN (\$45,473 - \$55,825)<br>To be paid in the following range: (\$47,779 - \$54,669).<br>Recruitment at any point in range with DER approval. |

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

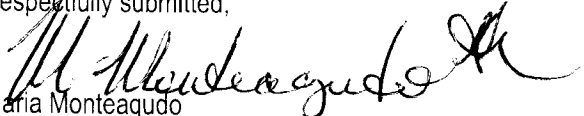
**Health Department**

| Current  | Recommended  |
|--|--|
| Temporary Public Health Aide<br>PR 9SN (\$30,865 - \$35,902)<br>FN: Recruitment at any point in the range with DER approval.<br>(12 Auxiliary Positions) | Temporary Customer Service Representative II<br>PR 9UN (\$36,252 - \$39,943)<br>FN: Recruitment at any point in the range with DER approval.<br>(12 Auxiliary Positions) |

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

July 24, 2020

Respectfully submitted,



Maria Monteagudo  
Employee Relations Director

Attachments:    Job Evaluation Reports  
                      Fiscal Impact Statement

**JOB EVALUATION STUDY**

City Service Commission Meeting: July 28, 2020

**Department of Public Works-Infrastructure Services**

| Current  | Recommended   |
|--|---|
| Mechanical Engineer II<br>PR 2GN (\$51,469 - \$72,063)<br>Recruitment rate is \$58,373<br>(One Position) | Mechanical Engineer III<br>PR 2IN (\$58,462 - \$81,844)<br>Recruitment rate is \$66,324<br>(One Position)   |
| Accountant III<br>PR 2GX (\$51,469 - \$72,063)<br>(Two Vacant Positions)                                 | Accounting and Grant Specialist<br>PR 2HX (\$54,865 - \$76,806)<br>Recruitment anywhere in the range with approval by DER<br>(Two Vacant Positions) |

Note: Residents receive rates that are 3% higher

The Department of Public Works (DPW) has requested a study of several positions in the Infrastructure Services Division. This report includes recommendations for one Mechanical Engineer position and two Accounting positions. Job descriptions were provided and discussions were held with Tim Thur, Infrastructure Administration Manager, and Lindsey O'Connor, Infrastructure Services Personnel Officer.

|                    |                         |  |            |
|--------------------|-------------------------|--|------------|
| <b>Current</b>     | Mechanical Engineer II  | PR 2GN (\$51,469 - \$72,063)<br>Recruitment Rate of \$58,373 | 1 Position |
| <b>Recommended</b> | Mechanical Engineer III | PR 2IN (\$58,462 - \$81,844)<br>Recruitment Rate of \$66,324 | 1 Position |

The Mechanical Engineer III is responsible for the complete project delivery, scheduling, design, and review of building mechanical system projects; prepares documents that include plans, specifications, calculations, cost estimates, and design; is responsible for the review of shop drawings, payment requests, RFIs (Requests for Information), contract modifications and the inspection and supervision of the design and construction of projects; and directs the work of the Facilities Project Coordinator, the Engineering Technician IV, the Engineering Drafting Technician II and Bridges and Buildings inspectors. Duties and responsibilities include the following:

- 30% Administer the work of consultants who design and prepare plans, specifications, and cost estimates for mechanical heating, ventilating, air conditioning, plumbing and electrical projects.
- 20% Design and prepare plans, specification, and cost estimates for mechanical heating, ventilating, air conditioning, plumbing, and electrical projects.
- 20% Administer the construction work for mechanical heating, ventilating, air conditioning, plumbing, and electrical projects.
- 10% Prepare plans, specifications, and estimates for asbestos abatement and underground storage tank installations.
- 10% Inspect the installation work for mechanical, heating, ventilating, air conditioning, plumbing, asbestos abatement, underground storage tanks and electrical projects.
- 5% Review shop drawings.
- 5% Perform other related duties as assigned.

Minimum qualifications include a bachelor's degree in mechanical or architectural engineering and five years of experience in design and planning of heating, ventilating, and air conditioning equipment for buildings. Equivalent combinations of education and experience may be considered. These requirements have not yet been assessed by the Staffing Division.

There are currently two regular positions and one auxiliary position of Mechanical Engineers in DPW – Infrastructure Services Division – Bridges and Buildings Unit as shown below:

| Title                               | Pay Range | Rates   |
|-------------------------------------|-----------|---|
| Mechanical Engineer IV              | 1IX       | \$75,478 - \$105,669                                |
| Mechanical Engineer II              | 2GN       | \$51,469 - \$72,063<br>Recruitment Rate of \$58,373 |
| Mechanical Engineer III (Auxiliary) | 2IN       | \$58,462 - \$81,844<br>Recruitment Rate of \$66,324 |

Note: Residents receive rates that are 3% higher

One position of Mechanical Engineer II in Pay Range 2GN (\$51,469 - \$72,063) with a recruitment rate of \$58,373 is in the Mechanical Planning and Design Unit and reports to a Mechanical Engineer IV in Pay Range 1IX (\$75,478 - \$105,669). There is also one auxiliary position of Mechanical Engineer III in Pay Range 2IN (\$58,462 - \$81,844) with a recruitment rate of \$66,324.

Prior to 2006 there were three regular positions of Mechanical Engineer III in the Infrastructure Services Division with a Mechanical Engineer II, a Mechanical Engineer III and a Mechanical Engineer IV plus one auxiliary position of Mechanical Engineer II. In 2006, the Mechanical Engineer III position had a title change to Methods and Standards Engineer in the same pay range. The position was then eliminated a few years later.

Over time, the duties and responsibilities of the current Mechanical Engineer II position in Pay Range 2GN (\$51,469 - \$72,063) with a recruitment rate of \$58,373 have evolved so that the position now works more independently and has responsibility for project delivery from start to finish. This includes more responsibility for communication with customers and decision-making regarding design and construction. This level of work is more comparable to the work of a Mechanical Engineer III, Civil Engineer III and Architect III. All of these classifications are considered a lead level and have more decision-making authority.

We therefore recommend one position of Mechanical Engineer II in Pay Range 2GN (51,469 - \$72,063) with a recruitment rate of \$58,373 be reclassified to Mechanical Engineer III in Pay Range 2IN (\$58,462 - \$81,844) with a recruitment rate of \$66,324.

|                    |                                 |  |             |
|--------------------|---------------------------------|--|-------------|
| <b>Current</b>     | Accountant III                  | PR 2GX (\$51,469 - \$72,063)   | 2 Positions |
| <b>Recommended</b> | Accounting and Grant Specialist | PR 2HX (\$54,865 - \$76,806)<br>Recruitment anywhere in the range with approval of DER | 2 Positions |

These two positions perform grant research to facilitate grant compliance necessary for the division to manage grant projects and prepare supporting schedules for the Single Audit Report; assist with training the Accountant III positions as the department manages the accounting for the state and federal aid funded and local funded paving, bridge projects, and sewer projects; prepare grant reimbursement requests and analyze State Progress Reports; manage the paving, bridge, and sewer contracts; prepare reports on special studies as requested; and prepare interdepartmental requisitions, review and pay invoices, and maintain reimbursable accounts. Duties and responsibilities include the following:

- 25% Prepare city invoices, reimburse requests, and LFA (Local Force Account) Cost Summary Reports to be in compliance with grant requirements to guarantee full reimbursement of eligible costs from the grantor.
- % Research grantor programming guidance, document procedures, communicate results, and train accounting staff on compliance requirements.

- 15% Complete retrievals and analysis of projects necessary to prepare monthly status reports on local and grant related projects for the engineers.
- 10% Monitor local and grant related accounts to insure that projects are fully funded for work orders, contracts and change orders for both City Contracts and State and Federal Aid Projects.
- 10% Review and verify funding information on resolutions prepare by project engineers prior to submitting the resolution to the Legislative Reference Center.
- 10% Analyze and process monthly State Progress Invoices for payment to the state.
- 5% Review and pay invoices for streets, sewers, and bridges; resolve any problems with vendors; monitor service contracts and equipment purchases; and monitor reimbursable accounts.
- 5% Process all necessary transfers required to closeout local and grant related projects; analyze and process contract payments, change orders, and close outs; and complete annual Lift Bridge report, annual Highway Aid report and Local Roads Improvement Program Management report.

Other peripheral duties and responsibilities include preparing retrievals and special reports for Project Managers, preparing retrievals for submittal for the Vehicle Miles of the Travel Monitoring Grant, the Lift Bridge Aide Reimbursement and the Highway Aide reimbursement; monitoring local program accounts for traffic, lighting, bridge, conduit and manhole rehabilitation, and providing retrievals and status reports for the managers; creating and maintaining project/grant numbers and account codes for these local programs, including transfers, closeouts and inactivation of the numbers and account codes; entering expenditures and drawing down federal grant funding online; monitoring and maintaining the paving, bridge and sewer contracts; providing backup supervision for the office support area; assisting with managing record retention for the Division; processing payments for material testing and line and grade contracts; and assisting payroll in correcting payroll defaults.

Minimum qualifications include a bachelor's degree in accounting and four years of progressively responsible accounting experience. Equivalent combinations of education and experience may be considered. These requirements have not yet been assessed by the Staffing Division.

The Business Operations Section of DPW-Infrastructure Services includes the following positions.

| Title                             | Pay Range | Rates               | Positions |
|-----------------------------------|-----------|---------------------|-----------|
| Business Operations Manager       | 1EX       | \$58,462 - \$81,844 | 1         |
| Management and Accounting Officer | 2GX       | \$51,469 - \$72,063 | 1         |
| Accountant III                    | 2GX       | \$51,469 - \$72,063 | 4         |

Note: Residents receive rates that are 3% higher

The Management and Accounting Officer and the four positions of Accountant III all report to the Business Operations Manager. A critical part of the work in this section relates to grants from the Wisconsin Department of Transportation (WISDOT) and the Federal Transit Administration (FTA). For 2020, the Infrastructure Services Division will use approximately \$19.5 million in state and federal aid. Grant and aid funds are used primarily for the two capital programs of 1) Major Bridge Program and 2) Major Street Improvements Program. Grant funds provide 92% of the money for the Major Bridge Program and 67% of the money for the Major Street Improvements Program.

All of these positions need to have an in-depth knowledge of WISDOT and FTA policies and procedures; a general understanding of grant process and funding components to stay in compliance with grant requirements; an understanding of proper accounting practices and principles to set up funding, manage invoicing and close out projects; and the ability to work within scheduled time frames to assure the timely reimbursement of funds to the city and prevent the loss of any funds. The department indicated, however, that it takes a great deal of time to research the programming guidance for the grants and that this guidance changes often. It requires an ongoing review of the guidance to ensure the city is in compliance.

To be more efficient, the department wishes to reclassify two of the Accountant III positions that are currently vacant to a higher level. These two positions would be responsible for the more in-depth research and review of the programming guidance for the grants and would communicate this information to the other positions in the section. These positions would also assist in training new employees and developing staff for succession planning.

To determine the proper classification for these two positions, comparisons were made to other City of Milwaukee positions. The classification most similar is Accounting and Grant Specialist in Pay Range 2HX (\$54,865 - \$76,806). This is one level higher and there are two other positions in the city with this classification. The position in the Health Department monitors the department's grants, works with program managers to keep their grants in budget, and assists the Business Operations Manager with implementing, planning and supervising departmental accounting and budgeting activities for the Health Department grants. The position in the Police Department provides professional accounting, internal control oversight and related financial management services for grants and reimbursement agreements; monitors special accounts; and provides general oversight and guidance to one position of Accountant I and one position of Accounting Assistant II. Similar to the positions under study, both of these positions have a higher level of responsibility for the related accounting and monitoring of grants and have some oversight responsibility for other positions.

The recommended classification has a footnote that provides recruitment anywhere in the range with the approval of DER (Department of Employee Relations) and we recommend that it also apply to these two positions under study.

We therefore recommend two vacant positions of Accountant III in Pay Range PR 2GX (\$51,469 - \$72,063) be reclassified to Accounting and Grant Specialist in Pay Range 2HX (\$54,865 - \$76,806) with recruitment anywhere in the range with the approval of DER.


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

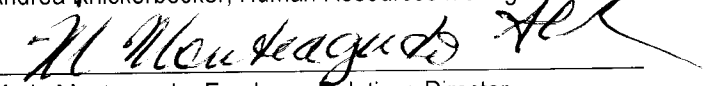
In the Positions Ordinance

Under Department of Public Works – Infrastructure Services Division, Administration and Central Services Decision Unit, Business Operations,

- Delete two positions of Accountant III
- Add two positions of Accounting and Grant Specialist

Prepared By:   
Sarah Trotter, Human Resources Representative

Reviewed By:   
Andrea Knickerbocker, Human Resources Manager

Reviewed By:   
Maria Monteagudo, Employee Relations Director

**JOB EVALUATION REPORT**

City Service Commission Meeting: July 28, 2020

**Health Department**

| Current             | Recommended  |
|---------------------|--|
| New Underfill Title | Temporary Human Resources Assistant<br>PR 9RN (\$45,473 - \$55,825)<br>FN: Employees to be paid in the following range. (\$47,779 - \$54,669).<br>Recruitment at any point in the range with DER approval. |

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

**Background**

The Department of Employee Relations has received a request from the Milwaukee Health Department to create the underfill classification of Temporary Human Resources Assistant. This classification, as well as the previously classified position of Temporary Human Resources Analyst, will assist in the hiring, onboarding, and payroll processes for the temporary positions previously created to effectively manage the City of Milwaukee's response to COVID-19. Those hired into this classification will underfill in the position authority for the Temporary Human Resources Analysts. Job descriptions were provided and discussions were held with Dr. Jeanette Kowalik, Commissioner of Health; Rocio Serna, Human Resources Officer; and La'Neka Horton, Human Resources Representative.

**Duties and Responsibilities**

The Temporary Human Resources Assistant performs a full-range of paraprofessional duties related to the COVID-19 personnel and payroll functions in the City of Milwaukee Health Department (MHD). The Temporary Human Resources Assistant position will be 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 (Human Resources Management System) 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 pay such as Development Awards and retroactive payments.
- Respond to payroll requests for unemployment or worker's compensation wage statements.

Minimum qualifications include four years of progressively responsible office support experience including customer contact and work with detailed records with at least one year of related experience.

Those hired into the Temporary Human Resources Assistant classification will work collaboratively with those hired into the higher level Temporary Human Resources Analyst classification. The Temporary Human Resources Analyst positions will perform professional duties related to the COVID-19 personnel and payroll functions in the MHD. The primary focus of the Analyst classification is to acquire and onboard and may perform other human resources duties and serve as back-up to the Human Resources Officer. Duties and responsibilities include:

- Collaborate with leaders to determine effective, creative, targeted recruitment strategies.
- Lead diversity recruitment initiatives, ensuring the recruitment of a diverse workforce at all levels.
- Coordinate hiring events, including job fairs, to boost quality applicant pools.
- Monitor, prepare and process requisitions, promotion and transfer requests, and reclassification requests.
- Update and maintain current job descriptions for all MHD positions, ensuring accuracy of essential job functions, competencies and compliance with ADA requirements.
- Serve as a liaison between hiring managers and DER to ensure recruitment and examination activities are moving forward in an efficient manner, maintaining strong communications in all directions throughout the process.
- Provide guidance to hiring managers in the preparation of interview questions and rating tools.
- Conduct reference checks and verify employment and education requirements, and review background check information.
- Extend job offers and shepherd candidates through the pre-employment process.
- Notify candidates who are not selected for employment with MHD.
- Proactively and regularly meet with leaders to determine current and future staffing needs.
- Analyze turnover, contract worker usage, overtime, and sick time usage to develop comprehensive plans to address worker shortages.
- May answer employee or manager questions about work rules and policies.
- Participate in various Human Resources projects.
- Serve on MHD committees as needed.
- Serve as a back-up to the Human Resources Officer and all Human Resource team members as needed.
- Perform other duties as assigned, including responding to an emergency or broad impact event.
- Conduct new employee onboarding program, welcome new hires at MHD and set them up for success.

Minimum qualifications include a bachelor's degree in human resources, management, industrial relations, public administration, psychology, business administration or related field and two years of related experience. Equivalent combinations of education and experience may be considered.

### **Analysis and Recommendation**

After further discussions with the MHD and the Department of Employee Relations (DER), it was determined that two different levels of Human Resources titles would better assist the MHD in hiring, onboarding, and payroll processes for the temporary positions created to effectively manage the City of Milwaukee's response to COVID-19.

This new temporary underfill classification will make computer entries, process new hire paperwork, and track new hires for the temporary COVID-19 related positions in the MHD. Comparisons were made to other City positions with similar duties and responsibilities. The classification that is most similar is the Human Resources Assistant in Pay Range 5IN (\$46,347 - \$54,669) with a recruitment rate of \$47,779. This classification blends paraprofessional human resources duties with administrative work and serves as an entry-level title to the field of human resources. Like the other temporary COVID-19 positions, we recommend recruitment flexibility at any point in the range.

Based upon the above considerations we therefore recommend creating the underfill classification of Temporary Human Resources Assistant in Pay Range 9RN (\$45,473 - \$55,825) with a footnote that provides employees to be paid in the following range (\$47,779 - \$54,669) and recruitment flexibility at any point in the range with DER approval.

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

#### In the Salary Ordinance

Under Pay Range 9RN

Add the title 'Temporary Human Resources Assistant (5) (10)' and create the following footnotes:

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



Wage Rate:


|          |           |           |
|----------|-----------|-----------|
| Biweekly | 1,837.67  | 2,102.67  |
| Annual   | 47,779.42 | 54,669.42 |

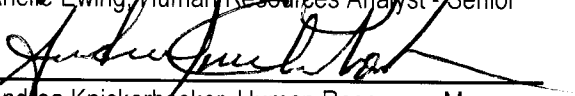
(10) Employees to be paid in the following range. Recruitment at any point in the range with DER approval.

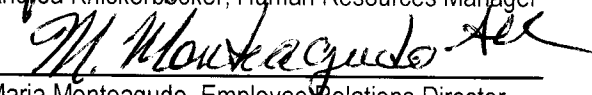
Resident Wage Incentive:

|          |           |           |
|----------|-----------|-----------|
| Biweekly | 1,892.80  | 2,165.75  |
| Annual   | 49,212.80 | 56,309.50 |

With the creation additional footnotes, renumber current footnotes accordingly.

Prepared by:   
 Arielle Ewing, Human Resources Analyst - Senior

Reviewed by:   
 Andrea Knickerbocker, Human Resources Manager

Reviewed by:   
 Maria Montecagudo, Employee Relations Director

**JOB EVALUATION REPORT**

City Service Commission Meeting: July 28, 2020

**Health Department**

| Current  | Recommended  |
|--|--|
| Temporary Public Health Aide<br>PR 9SN (\$30,865 - \$35,902)<br>FN: Recruitment at any point in the range with DER approval.<br>(12 Auxiliary Positions) | Temporary Customer Service Representative II<br>PR 9UN (\$36,252 - \$39,943)<br>FN: Recruitment at any point in the range with DER approval.<br>(12 Auxiliary Positions) |

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

**Background**

The Department of Employee Relations has received a request from the Milwaukee Health Department (MHD) to reclassify the auxiliary Temporary Public Health Aide positions. Those hired into this title will be brought on as temporary appointments. Job descriptions were developed and discussions were held with Dr. Jeanette Kowalik, Commissioner of Health; Rocio Serna, Human Resources Officer; and La'Neka Horton, Human Resources Representative.

The City of Milwaukee Health Department operates a hotline for questions from the public related to COVID-19. In addition, the hotline has become a resource for individuals who are seeking test results from the Wisconsin National Guard (WING) sponsored testing locations, as well as those who have received no contact letters from the contact tracing team. These positions will direct calls and provide administrative support as needed. Duties and responsibilities include:

- Access information through various means including use of written protocols and resource manual, computerized web links, and the internet.
- Build and maintain trust with patients and contacts by exhibiting sensitive interpersonal and cultural sensitivity skills while interviewing and interacting.
- Be knowledgeable about the principles of exposure, infection and infectious period to educate the public. Utilize expert sites such as the national Center for Disease Control and the Wisconsin Department of Health Services and transmit that information verbally to others.
- Utilize computer systems for accessing lab and patient information in a confidential, HIPAA (Health Insurance Portability and Accountability Act) compliant manner.
- Provide basic information related to COVID-19 in a simple and clear manner to callers.
- Perform other duties that may be assigned.

Minimum qualifications include a background in customer service, information/resource navigation, social work, psychology, library sciences, teaching, public health, health education or similar consumer-facing roles; and experience with computers.

**Analysis and Recommendation**

Temporary Customer Service Representative II duties are vital to the City of Milwaukee's COVID- 19 response efforts. These positions will be responsible for working in a customer service capacity to respond to the public's questions related to COVID- 19 and to obtain information from callers.

While the Health Department and DER (Department of Employee Relations) will recruit broadly for these positions, one of the Health Department's initial recruitment strategies has been to partner with local universities and colleges

to recruit students. Based upon initial conversations with staff and students, the previously proposed rate is not competitive, in particular for students pursuing education in nursing or other medical professions. For example, according to salary data from the Economic Research Institute, the hourly rate for a nursing assistant in the Milwaukee Metropolitan area is up to \$19 per hour.

Based upon this comparison, this report recommends raising the compensation rate for this position to the level of a Customer Services Representative II in Pay Range 6GN (\$33,976 - \$39,943) with a recruitment rate of \$36,252\* (\$17.43\* - \$19.40 hourly). While specific to a particular department operation, the duties and responsibilities of a Customer Services Representative II include handling communications of both a routine as well as fairly complex or difficult nature.

This report therefore recommends reclassifying 12 positions of "Temporary Public Health Aide" in Pay Range 9SN (\$30,865 - \$35,902) to "Temporary Customer Service Representative II" in Pay Range 9UN (\$36,252 - \$39,943) with recruitment at any point in the range with DER approval.

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

In the Salary Ordinance

Create Pay Range 9UN with the following rates:

Wage Rate:

|          |           |           |
|----------|-----------|-----------|
| Biweekly | 1,394.31  | 1,536.25  |
| Annual   | 36,252.06 | 39,942.50 |

Resident Wage Incentive:

|          |           |           |
|----------|-----------|-----------|
| Biweekly | 1,436.14  | 1,582.34  |
| Annual   | 37,339.64 | 41,140.84 |

Add the title 'Temporary Customer Service Representative II (1) (2)' and create the following footnote:

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


Delete Pay Range 9SN in its entirety.


In the Positions Ordinance

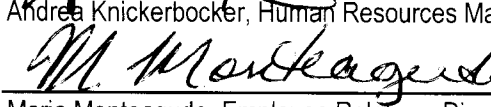
Under the Health Department, Auxiliary Positions:

Delete 12 Auxiliary Positions of "Temporary Public Health Aide"

Add 12 Auxiliary Positions of "Temporary Customer Service Representative II"

Prepared by:   
 Arielle Ewing, Human Resources Analyst - Senior

Reviewed by:   
 Andrea Knickerbocker, Human Resources Manager

Reviewed by:   
 Maria Monteagudo, Employee Relations Director



# City of Milwaukee Fiscal Impact Statement

**A** **Date** 7/24/2020 **File Number** 200397  **Original**  **Substitute**  
**Subject** Communication From the Department of Employee Relations relating to the classification studies scheduled for the July 28, 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 28, 2020  
Finance and Personnel Committee Meeting of July 28, 2020

| <b>NEW COSTS FOR 2020</b> |                    |                              |     |  |     |                   |               |                             |        |                      |
|---------------------------|--------------------|------------------------------|-----|--|-----|-------------------|---------------|-----------------------------|--------|----------------------|
| No.<br>Pos.               | Dept               | From                         | PR  | To   | PR  | Present<br>Annual | New<br>Annual | New<br>Costs                | Rollup | Total<br>Rollup+ Sal |
| 1                         | DPW-Infrastructure | Mechanical Engineer II       | 2GN | Mechanical Engineer III                      | 2IN | \$74,503          | \$79,718      | \$2,206                     | \$385  | \$2,591              |
| 2                         | DPW-Infrastructure | Accountant III               | 2GX | Accounting and Grant Specialist              | 2HX | \$51,469          | \$54,865      | \$2,874                     | \$402  | \$2,591              |
| 12                        | Health             | Temporary Public Health Aide | 9SN | Temporary Customer Service Representative II | 9UN | N/A               | N/A           | N/A Included in File 200327 |        |                      |
| 0                         | Health             | New Underfill Title          | N/A | Temporary Human Resources Assistant          | 9RN | N/A               | N/A           | N/A Included in File 200327 |        |                      |
| 15                        |                    |                              |     |  |     |                   |               | \$5,080                     | \$787  | \$5,867              |

Assume effective date is Pay Period 16, 2020 (July 26, 2020).

| <b>NEW COSTS FOR FULL YEAR</b> |                    |                              |     |  |     |                   |               |                             |         |                      |
|--------------------------------|--------------------|------------------------------|-----|--|-----|-------------------|---------------|-----------------------------|---------|----------------------|
| No.<br>Pos.                    | Dept               | From                         | PR  | To   | PR  | Present<br>Annual | New<br>Annual | New<br>Costs                | Rollup  | Total<br>Rollup+ Sal |
| 1                              | DPW-Infrastructure | Mechanical Engineer II       | 2GN | Mechanical Engineer III                      | 2IN | \$74,503          | \$79,718      | \$5,215                     | \$910   | \$6,125              |
| 2                              | DPW-Infrastructure | Accountant III               | 2GX | Accounting and Grant Specialist              | 2HX | \$51,469          | \$54,865      | \$6,792                     | \$951   | \$6,125              |
| 12                             | Health             | Temporary Public Health Aide | 9SN | Temporary Customer Service Representative II | 9UN | N/A               | N/A           | N/A Included in File 200327 |         |                      |
| 0                              | Health             | New Underfill Title          | N/A | Temporary Human Resources Assistant          | 9RN | N/A               | N/A           | N/A Included in File 200327 |         |                      |
| 15                             |                    |                              |     |  |     |                   |               | \$12,007                    | \$1,861 | \$13,868             |

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