



## Legislation Details (With Text)

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**Title:** A substitute ordinance to further amend the 2024 offices and positions in the City Service.  
**Sponsors:** THE CHAIR  
**Indexes:** POSITIONS ORDINANCE  
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Date	Ver.	Action By	Action	Result	Tally
11/21/2023	0	COMMON COUNCIL	ASSIGNED TO		
12/5/2023	1	CITY CLERK	DRAFT SUBMITTED		
12/6/2023	1	FINANCE & PERSONNEL COMMITTEE	RECOMMENDED FOR PASSAGE	Pass	5:0
12/12/2023	1	COMMON COUNCIL	PASSED	Pass	15:0
12/13/2023	1	MAYOR	SIGNED		
1/3/2024	1	CITY CLERK	PUBLISHED		

231160

SUBSTITUTE 1

230641, 231060, 231068, 231070, 231071, 231074, 231099, 231101, 231102, 231104, 231106, 231157, 231158

THE CHAIR

A substitute ordinance to further amend the 2024 offices and positions in the City Service.

This substitute ordinance changes the offices and positions in the following departments:

Department of Administration (Office of the Director, Board of Zoning Appeals, Budget and Management Division, Community Development Grants Administration, Office of Community Wellness and Safety), Assessor's Office, Board of Zoning Appeals, Department of City Development (General Management & Policy Development Decision Unit), Common Council - City Clerk, Election Commission, Department of Employee Relations (Administrative Division), Health Department (Office of the Commissioner and Health Administration; Clinical Services Division; Community Health Division; Environmental Health Division; Policy, Innovation & Engagement Division), Fire Department, Library (Branch Library Services Decision Unit, Central Library Decision Unit), Mayor, Department of Neighborhood Services, Department of Public Works (Operations Division, Transportation Fund)

The Mayor and Common Council of the City of Milwaukee do ordain as follows:

**Part 1.** Part 1, Section 1 of ordinance File Number 230641 relative to offices and positions in the City Service is hereby amended as follows:

Under “Department of Administration, Office of the Director”, add footnote designations (B) and (P) to one position of “Administration Director (Y)” and add new footnotes (B), (C), and (P) to read:

“(B) The Department of Administration shall promote the One Milwaukee Citizen-Led Transformational Fund Special Purpose Account to the philanthropic community for possible contributions.”

“(C) The Office of African American Affairs shall report to the Steering & Rules Committee twice per year.”

“(P) The Department of Administration shall support the Department of City Development and Assessor's Office in developing a plan to revise the city's PILOT program.”

Under “Office of African American Affairs”, add footnote designation (C) to one position of “Director of African American Affairs”.

Under “Department of Administration, Board of Zoning Appeals, Board of Zoning Appeals Oversight”, delete one position of “Chairman, Board of Zoning Appeals (Y)”, delete four positions of “Member, Board of Zoning Appeals (Y)”, and delete two positions of “Member, Alternate Board of Zoning Appeals (Y)”.

Under “Board of Zoning Appeals Management”, delete one position of “BOZA Administrative Assistant 1”, one position of “BOZA Administrative Assistant 2”, one position of “BOZA Administrative Manager”, one position of “BOZA Administrative Assistant - Lead”, and one position of “BOZA Administrative Supervisor”.

Under “Department of Administration, Board of Zoning Appeals”, delete footnote (Y), delete the department heading of “Department of Administration, Board of Zoning Appeals” and delete the sections of “Board of Zoning Appeals Oversight” and “Board of Zoning Appeals Management” in their entirety.

Under “Department of Administration, Budget and Management Division”, add footnote designation (A) to one position of “Budget & Management Director (Y)” and add new footnote (A) to read:

“(A) The Budget and Management Division shall report to the Common Council on future funding options for positions and programs funded by the American Rescue Plan Act in the 2024 budget.”

Under “Department of Administration, Community Development Grants Administration”, add footnote designation (D) to one position of “Early Childhood Program Director (X)(Y)” and add new footnote (D) to read:

“(D) The Early Childhood Program Director shall report to the Steering & Rules Committee twice per year.”

Under “Department of Administration, Office of Community Wellness and Safety”, add one position of “Grant Compliance Coordinator (Y)(WVP)”, add footnote designation (A) to one position of “Program Director”, and add new footnote (A) to read:

“(A) The Office of Community Wellness and Safety shall coordinate with Direct Connect MKE for training of all relevant parties and to share Direct Connect MKE information with the public.”

Under “Assessor’s Office”, add footnote designation (P) to one position of “Commissioner of Assessments (Y)” and add new footnote (P) to read:

“(P) The Commissioner of Assessments shall work with the Department of City Development, Department

of Administration, and Mayor's Office on a revised PILOT program plan to present to the Common Council.”

Under Part 1, Section 1, add new department heading of “Board of Zoning Appeals”.

Under “Board of Zoning Appeals”, add the sections of “Board of Zoning Appeals Oversight” and “Board of Zoning Appeals Management” and add footnote (Y) to read:

“(Y) Required to file a statement of economic interests in accordance with the Milwaukee Code of Ordinances Chapter 303-Code of Ethics.”

Under “Board of Zoning Appeals Oversight”, add one position of “Chairman, Board of Zoning Appeals (Y)”, add four positions of “Member, Board of Zoning Appeals (Y)”, and add two positions of “Member, Alternate Board of Zoning Appeals (Y)”.

Under “Board of Zoning Appeals Management”, add one position of “BOZA Administrative Assistant 1”, one position of “BOZA Administrative Assistant 2”, one position of “BOZA Administrative Manager”, one position of “BOZA Administrative Assistant - Lead”, and one position of “BOZA Administrative Supervisor”.

Under “Department of City Development, General Management & Policy Development Decision Unit”, add new footnotes (N), (P), (V), (HM), (HS), (OS), and (SC) to read:

“(N) The Department of City Development shall annually report on city investment by neighborhood.”

“(P) The Department of City Development shall work with the Assessor's Office, Department of Administration, and Mayor's Office on a revised PILOT program plan to present to the Common Council.”

“(V) The Department of City Development shall collaborate with the Department of Neighborhood Services and other relevant parties on a plan to utilize vacant lots.”

“(HM) Department of City Development shall promote HomesMKE properties on their website.”

“(HS) The Department of City Development shall help the Healing Spaces program explore additional philanthropic partnerships for funding Healing Spaces' maintenance, staffing, and creation.”

“(OS) The Department of City Development shall collaborate with the Department of Neighborhood Services and the License Division of the Common Council-City Clerk to develop a plan to centralize business approvals in a one-stop shop.”

“(SC) The Department of City Development shall collaborate with the the Department of Neighborhood Services to study the commercial and residential uses of shipping containers.”

Under “Office of the Commissioner”, add footnote designation (P) to one position of “Economic Development Specialist-Lead (Y)” and add footnote designations (N), (V), (HM), (HS), (OS), and (SC) to one position of “Commissioner-City Development (X)(Y)”.

Under “Common Council - City Clerk”, add footnote designation (F) to one position of “City Clerk (Y)(C ) (D)” and add new footnotes (F) and (OS) to read:

“(F) If there are any remaining funds from the American Rescue Plan Act that are unused or unencumbered, they should be placed in control of the Common Council for direction of utilization.”

“(OS) The License Division shall collaborate with the Departments of City Development and Neighborhood Services to develop a plan to centralize business approvals in a one-stop shop.”

Under “Central Administration Division”, add six positions of “Legislative Assistant (0.5 FTE) (Y)” and add one position of “Administrative Services Coordinator”.

Under “License Division”, add footnote designation (OS) to one position of “License Division Manager (R) (Y)”.

Under “Public Information Division, Television Services Section”, delete three positions of “City Channel Production Specialist” and add three positions of “City Channel Production Specialist 3”.

Under “Election Commission”, add footnote designation (B) to one position of “Commissioner of Election (Y)” and add new footnote (B) to read:

“(B) The Election Commission shall commit to finding a permanent early voting location on the Northwest side.”

Under “Permanent Staff”, delete one position of “Training Coordinator” and add one position of “Election Training Manager”.

Under “Department of Employee Relations, Administration Division”, add footnote designations (E) and (I) to one position of “Employee Relations Director (Y)” and add new footnotes (E) and (I) to read:

“(E) The Department of Employee Relations shall annually report exit survey results be department to the Common Council.”

“(I) The Department of Employee Relations shall share an inventory of apprenticeship and internship opportunities in the city to the Common Council, Direct Connect MKE, and CDBG-funded Neighborhood Stabilization Programs.”

Under “Fire Department, Support Services Bureau Decision Unit, Administration Division”, delete one position of “Custodial Worker 1” and add one position of “Custodial Worker 3”.

Under “Health Department, Office of the Commissioner and Health Administration”, delete footnote (WVP) in its entirety.

Under “Finance & Administration”, delete footnote designation (WVP) from one position of “Grant Compliance Coordinator (Y)(WVP)” and delete footnote designation (Y) from one position of “Grant Budget Specialist (Y)”, two positions of “Accounting Coordinator II (Y)”, and one position of “Management Accountant - Senior (X)(Y)”.

Under “Health Department, Clinical Services Division”, add footnote (HPS) to read as follows:

“(HPS) To expire 12/31/2024 unless the HIV Partner Services grant is extended.”

Under “Disease Control & Prevention”, delete footnote designation (Y) from one position of “Public Health Nurse Supervisor (X)(Y)(CRI)(PHI)”.

Under “Sexual & Reproductive Health”, delete footnote designation (DIS) from and add footnote designation (STDA) to one position of “Disease Intervention Specialist Coordinator (X)(DIS)”, delete one position of “Disease Intervention Specialist 3 (X)(STDA)” and add one position of “Medical Assistant (U)(STDA)”, delete footnote designation (STDA) from one position of “Office Assistant III (STDA)”, add two positions of “Disease Intervention Specialist 3 (X)(STDA)”, add footnote designation (HPS) to one position of “Disease Intervention Specialist 3 (X)”, delete footnote designation (WFP) from one position of “Nurse Practitioner (X) (WFP)”, add footnote designation (WFP) to one position of “Public Health Nurse 3 (G)(X)”, add one position of “Nurse Practitioner (X)”, and delete footnote (Y) from one position of “Disease Intervention Specialist Supervisor (X)(Y)”.

Under “Health Department, Community Health Division”, add footnote designation (MCH) to one position of “Deputy Commissioner of Community Health (X)(Y)”.

Under “Empowering Families of Milwaukee (EFM)”, delete footnote designation (Y) from three positions of “Health Project Supervisor - EFM (X)(Y)(FFHV)” and one position of “Health Project Supervisor-DADS (X) (Y)(FFHV)(HST)”.

Under “Healthcare Access”, add one position of “Health Access Assistant (X)(CHAP)” and delete footnote designation (Y) from one position of “Healthcare Access Program Coordinator (X)(Y)(CHAP)”.

Under “Prenatal & Reproductive Health”, delete footnote designation (Y) from one position of “Community Education Assistant (X)(Y)(MCH)”.

Under “Health Department, Environmental Health Division”, amend footnote (WLD) and add new footnote (WIIN) to read as follows:

“(WIIN) To expire 9/30/2024 unless the Lead In Water Testing - WIIN grant is extended.”

“(WLD) To expire December 31, 2024 unless the 2024 Lead Detection grant is extended.”

Under “Home Environmental Health”, add footnote designation (WIIN) to one position of “Home Environmental Health Coordinator (X)” and one position of “Home Environmental Health Manager (X)(Y) (RG)”.

Under “Health Department, Policy, Innovation & Engagement Division, Community Health Planning and Coordination”, remove footnote designation (Y) from one position of “Data and Evaluation Coordinator (X) (Y)”, one position of “Data and Evaluation Coordinator (X)(Y)(EDET)(SRG)”, two positions of “Data and Evaluation Coordinator(X)(Y)(CDD)(PHI)”, and one position of “Data and Evaluation Coordinator (X)(Y) (RG)”.

Under “Communications”, delete footnote designation (Y) from one position of “Marketing and Communications Officer (X)(Y)(CDD)”.

Under “Planning and Research”, delete one position of “Public Health Strategist (X)(Y)(ODR)” and add one position of “Community Outreach Specialist (X)(Y)(ODR)”.

Under “Library, Branch Library Services Decision Unit, Branch Library Services Pool”, add four positions of “Librarian III (X)”, add two positions of “Library Reference Assistant (X)”, and add four positions of “Library Circulation Services Representative (X)”.

Under “Library, Central Library Decision Unit, Central Library Children’s Room Section”, add one position of “Librarian III” and add two positions of “Library Reference Assistant”.

Under “Central Library Services Pool”, add two positions of “Librarian III” and add one position of “Library Reference Assistant”.

Under “Circulation Bureau Pool”, add four positions of “Library Circulation Services Representative”.

Under “Mayor”, add footnote designation (P) to one position of “Mayor (Y)” and add new footnote (P) to read:

“(P) The Mayor shall support the Department of City Development and Assessor's Office in developing a plan to revise the city's PILOT Program.”

Under “Administration”, add footnote designation (Y) to one position of “Administrative Support Specialist” and one position of “Community Outreach Liaison”.

Under “Department of Neighborhood Services”, add new footnotes (E), (V), (OS), and (SC) to read:

“(E) The Department of Neighborhood Services shall not fill HACM inspector positions until the vacated inspector positions are underfilled to ensure that no area of the city will be underserved because of the creation of the HACM positions.”

“(V) The Department of Neighborhood Services shall collaborate with the Department of City Development and other relevant parties on a plan to utilize vacant lots.”

“(OS) The Department of Neighborhood Services shall collaborate with the Department of City Development and the License Division of the Common Council-City Clerk to develop a plan to centralize business approvals in a one-stop shop.”

“(SC) The Department of Neighborhood Services shall work with the Department of City Development to study the commercial and residential uses of shipping containers.”

Under “Office of the Commissioner”, add footnote designations (V), (OS), and (SC) to one position of “Commissioner - Building Inspector (A)(F)(R)(X)(Y)”.

Under “Development Center Division”, delete four positions of “Plan Examiner Specialist” and add four positions of “Plan Examiner Specialist 2”.

Under “Auxiliary Positions”, add five positions of “Residential Code Enforcement Inspector 4 (E)(X)”.

**Part 2.** Part 1, Section 1 of ordinance File Number 230641 relative to offices and positions in the City Service is hereby amended as follows (Effective Pay Period 1, 2024 - December 24, 2023):

Under “Department of Administration, Office of the Director”, delete one position of “Operations

Administration Director (Y)” and add one position of “Administration Deputy Director (Y)”.

Under “Department of Administration, Budget and Management Division”, delete one position of “Budget and Fiscal Policy Analyst IV” and add one position of “Budget and Fiscal Policy Manager”.

**Part 3.** All ordinances or parts of ordinances contravening the provisions of this ordinance are hereby repealed.

**Part 4.** The provisions of Part 2 of this ordinance are deemed to be in force and effect from and after Pay Period 1, 2024 (December 24, 2023).

The provisions of this ordinance are deemed to be in force and effect from and after its passage and publication.

**Part 5.** This ordinance will take effect and be in force from and after its passage and publication.

City Clerk's Office  
Chris Lee  
12/05/2023

Technical Corrections  
Chris Lee  
12/18/2023