



Legislation Details (With Text)

File #: 231619 **Version:** 1
Type: Ordinance **Status:** Passed
File created: 2/6/2024 **In control:** COMMON COUNCIL
On agenda: **Final action:** 2/27/2024
Effective date:

Title: A substitute ordinance to further amend the 2024 rates of pay of offices and positions in the City Service.

Sponsors: THE CHAIR

Indexes: SALARY ORDINANCE

Attachments: 1. Notice published 3/15/2024

Date	Ver.	Action By	Action	Result	Tally
2/6/2024	0	COMMON COUNCIL	ASSIGNED TO		
2/22/2024	1	CITY CLERK	DRAFT SUBMITTED		
2/23/2024	1	FINANCE & PERSONNEL COMMITTEE	RECOMMENDED FOR PASSAGE	Pass	5:0
2/27/2024	1	COMMON COUNCIL	PASSED	Pass	15:0
2/28/2024	1	MAYOR	SIGNED		
3/15/2024	1	CITY CLERK	PUBLISHED		

231619
SUBSTITUTE 1
230639, 231615, 231616, 231632, 231645

THE CHAIR

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

This substitute ordinance changes the rates of pay in the following departments:
All Departments, Department of Administration (Office of the Director, Budget and Management Division, Information and Technology Management Division, Office of Equity and Inclusion, Purchasing Division), Assessor, Board of Zoning Appeals, City Attorney, Department of City Development, Comptroller, City Treasurer, Deferred Compensation, Election Commission, Department of Emergency Communications, Department of Employee Relations, Fire and Police Commission, Fire Department, Employees' Retirement System, Health Department (Community Health Division, Policy, Innovation and Engagement Division), Library, Mayor, Municipal Court, Port Milwaukee, Department of Neighborhood Services, Police Department, Department of Public Works (Administrative Services Division, Infrastructure Services Division, Operations Division, Transportation Fund, Water Works)

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

Part 1. Part 1, Section 1 of ordinance File Number 230639 relative to rates of pay of offices and positions in

the City Service is hereby amended as follows (Effective Pay Period 18, 2023 - August 20, 2023):

Under Pay Range 1IX, add footnote designation (9) to the title “Carpenter Manager (13)”.

Part 2. Part 1, Section 1 of ordinance File Number 230639 relative to rates of pay of offices and positions in the City Service is hereby amended as follows (Effective Pay Period 2, 2024 - January 7, 2024):

Under Pay Range 1GX, delete the title of “Emergency Communications Supervisor (3)”, delete footnotes (3) and (4) in their entirety, and renumber remaining footnotes accordingly.

Under Pay Range 1IX, add the title of “Emergency Communications Supervisor (12)”.

Part 3. Part 1, Section 1 of ordinance File Number 230639 relative to rates of pay of offices and positions in the City Service is hereby amended as follows (Effective Pay Period 5, 2024 - February 18, 2024):

Under Pay Range 1EX, delete the titles of “Commercial Corridor Manager” and “Commercial Property Disposition Manager”.

Under Pay Range 1FX, delete the title of “In Rem Property Disposition Manager”.

Under Pay Range 1HX, delete the title of “Real Estate Development Services Manager (1)”, add the title of “Property Management Supervisor (17)”, and add new footnote (17) to read:

“(17) Recruitment is at:

Biweekly	3,417.35
Annual	88,851.10”

Under Pay Range 1IX, delete the titles of “Developments Projects Manager (1)” and “Neighborhood Business Development Manager (1)”.

Under Pay Range 1KX, add the titles of “Commercial Property Disposition Manager (10)”, “Neighborhood Business Development Administrator (10)”, and “Residential Property Disposition Manager (10)”; and add new footnote (10) to read:

“(10) Recruitment is at:

Biweekly	4,303.81
Annual	111,899.06”

Under Pay Range 1LX, delete the title of “Assistant Director - Redevelopment Authority”.

Under Pay Range 1MX, delete the titles of “City Planning Manager (7) (9)” and “Redevelopment and Special Projects Manager (5)”; add the titles of “Real Estate and Development Manager (10)”, “Development Projects Administrator (11)”, “City Planning Director (7) (9)”, and “Redevelopment and Special Projects Director (5)”; and add new footnotes (10) and (11) to read:

“(10) Recruitment is at:

Biweekly 4,734.15
Annual 123,087.90”

“(11) Recruitment is at:

Biweekly 4,807.19
Annual 124,986.94”

Under Pay Range 1NX, add the title of “Real Estate Director (8)” and add new footnote (8) to read:

“(8) Recruitment is at:

Biweekly 5,207.58
Annual 135,397.08”

Part 4. Part 1, Section 1 of ordinance File Number 230639 relative to rates of pay of offices and positions in the City Service is hereby amended as follows (Effective Pay Period 6, 2024 - March 3, 2024):

Under Pay Range 1AX, delete the titles of “Forensic Processor Supervisor”, “Permit Desk Supervisor”, and “Police Records Supervisor (3)”; and delete footnote (3) in its entirety.

Under Pay Range 1BX, delete the title of “Administrative Services Supervisor”, add the title of “Forensic Processor Supervisor (2)”, and add new footnote (2) to read:

“(2) Recruitment is at:

Biweekly 2,421.50
Annual 62,959.00”

Under Pay Range 1CX, delete the title of “License Coordinator”, add the title of “Police Records Supervisor (4)”, and add new footnote (4) to read:

“(4) Recruitment is at:

Biweekly 2,567.62
Annual 66,758.12”

Under Pay Range 1DX, delete the titles of “Police Records Manager (2)” and “Document Services Manager (3) (5)”; delete footnotes (2), (3), and (5) in their entirety; renumber remaining footnotes accordingly; add the titles of “Administrative Services Supervisor (5)”, “License Coordinator (4)”, and “Permit Desk Supervisor (5)”; and add new footnotes (4) and (5) to read:

“(4) Recruitment is at:

Biweekly 2,681.42
Annual 69,716.92”

“(5) Recruitment is at:

Biweekly 2,718.85
Annual 70,690.10”

Under Pay Range 1EX, add the title of “Police Records Manager (12)” and add new footnote (12) to read:

“(12) Recruitment is at:

Biweekly 2,878.38
Annual 74,837.88”

Under Pay Range 1FX, add the title of “Document Services Manager (11) (12)”, add footnote designation (13) to the title of “License Division Assistant Manager”, and add new footnotes (11), (12), and (13) to read:

“(11) Recruitment is at:

Biweekly 2,912.27
Annual 75,719.02”

“(12) An employee possessing an ICRM certification to be paid an additional 3%.”

“(13) Recruitment is at:

Biweekly 2,949.54
Annual 76,688.04”

Under Pay Range 1GX, add the title of “MKE Parks Manager (11)”.

Under Pay Range 1HX, add footnote designation (18) to the title of “License Division Manager (1)” and add new footnote (18) to read:

“(18) Recruitment is at:

Biweekly 3,244.50
Annual 84,357.00”

Under Pay Range 1IX, delete the title of “Violence Reduction and Prevention Program Director (1) (2)”, and add the titles of “Community Wellness and Safety Director (1) (2)” and “Director of African American Affairs”.

Part 5. Part 1, Section 2 of ordinance File Number 230639 relative to rates of pay of offices and positions in the City Service is hereby amended as follows (Effective Pay Period 2, 2024 - January 7, 2024):

Under Pay Range 2IN, delete the title of “Emergency Communications Officer V (5)” and add the title of “Emergency Communications Officer V - Lead (5)”.

Under Pay Range 2JX, add the title of “Lead Program Information Specialist (2)”.

Under Pay Range 2KN, Delete the title of “Lead Program Information Specialist (11)”.

Under Pay Range 2LX, add footnote designation (13) to the title of “Business Systems Coordinator (9)” and

add new footnote (13) to read:

“(13) The incumbents of positions in this class, if certified by the Commissioner of Public Works as being, when appropriate, regularly involved in snow and ice control operations which result in an excessive amount of overtime work, to receive 4.8% additional biweekly salary as compensation for such overtime work.”

Under Pay Range 2MX, delete footnote designation (2) from and add footnote designation (4) to the title of “Database Analyst - Senior (2)”.

Under Pay Range 2NX, delete the title of “Information Security Manager (7) (8)”, delete footnote (7) in its entirety, and renumber remaining footnotes accordingly.

Under Pay Range 2OX, add the title of “Information Security Manager (3) (4)” and add new footnote (4) to read:

“(4) Appointment may be at any rate in the pay range with the approval of DER.”

Part 6. Part 1, Section 2 of ordinance File Number 230639 relative to rates of pay of offices and positions in the City Service is hereby amended as follows (Effective Pay Period 5, 2024 - February 18, 2024):

Under Pay Range 2BN, delete the title of “Real Estate Coordinator I (1)”, delete footnote (1) in its entirety, and renumber remaining footnotes accordingly.

Under Pay Range 2DN, delete the titles of “Property Manager (5)” and “Real Estate Coordinator II (5)”.

Under Pay Range 2EX, delete the title of “Environmental Project Coordinator”.

Under Pay Range 2GX, delete the titles of “Environmental Project Coordinator - Senior (3) (4) (5)”, “Economic Development Specialist”, and “Real Estate Specialist (2) (4) (5)”; delete footnotes (2), (3), (4) and (5) in their entirety; and renumber remaining footnotes accordingly.

Under Pay Range 2JN, add the title of “Real Estate Sales Associate (13)” and “Property Manager (13)”, and add new footnote (13) to read:

“(13) Recruitment is at:

Biweekly	3,106.69
Annual	80,773.94”

Under Pay Range 2JX, delete the title of “Economic Development Specialist - Lead (3)”, delete footnote (3) in its entirety, and renumber remaining footnotes accordingly.

Under Pay Range 2KN, add the title of “Real Estate Sales Specialist (12)” and add new footnote (12) to read:

“(12) Recruitment is at:

Biweekly	3,324.15
Annual	86,427.90

Under Pay Range 2LX, add the titles of “Environmental Project Coordinator (11)”, “Neighborhood Business Development Specialist (11)”, and “Real Estate Development Specialist (11) (12)”; and add new footnotes (11) and (12) to read:

“(11) Recruitment is at:

Biweekly	3,556.85
Annual	92,478.10”

“(12) An employee possessing an AICP certification to be paid an additional 3%.”

Under Pay Range 2MX, add the titles of “Economic Development Specialist (14)”, “Environmental Project Coordinator - Senior (14) (15)”, and “Real Estate Development Specialist - Senior (14) (15)”; and add new footnotes (14) and (15) to read:

“(14) Recruitment is at:

Biweekly	3,912.54
Annual	101,726.04”

“(15) An employee possessing an AICP certification to be paid an additional 3%”

Under Pay Range 2OX, add the title of “Economic Development Specialist-Lead (5)”, and add new footnote (5) to read:

“(5) Recruitment is at:

Biweekly	4,303.81
Annual	111,899.06”

Part 7. Part 1, Section 2 of ordinance File Number 230639 relative to rates of pay of offices and positions in the City Service is hereby amended as follows (Effective Pay Period 6, 2024 - March 3, 2024):

Under Pay Range 2BN, delete the title of “Executive Administrative Assistant I”, delete footnote designation (1) from and add footnote designation (4) to the title of “Public Health Educator I (1)”, and add new footnote (4) to read:

“(4) Recruitment is at:

Biweekly	1,870.81
Annual	48,641.06”

Under Pay Range 2CN, delete the titles of “Administrative Specialist”, “Document Services Supervisor (6) (7)”, “Executive Administrative Assistant II”, “Office Supervisor II”, “Public Health Educator II (3)”, and “Records Services Supervisor (6)”; add the title of “Executive Administrative Assistant I (6)”; delete footnotes (2) and (7) in their entirety; renumber remaining footnotes accordingly; and add new footnote (6) to read:

“(6) Recruitment is at:

Biweekly 1,978.46
Annual 51,439.96”

Under Pay Range 2DN, delete the titles of “Accounting Coordinator I (6)”, “Accounting Coordinator II (8)”, “Business Services Specialist (3)”, “Administrative Support Specialist (8)”, “Emergency Communications Administrative Support Specialist (8)”, and “Election Services Coordinator (7)”; delete footnotes (3), (6), (7), and (8) in their entirety; renumber remaining footnotes accordingly; add the titles of “Administrative Specialist (6)”, “Document Services Supervisor (6) (7)”, “Executive Administrative Assistant II (6)”, “Office Supervisor II (6)”, “Public Health Educator II (5)”, and “Records Services Supervisor (6)”; and add new footnotes (5), (6), and (7) to read:

“(5) Recruitment is at:

Biweekly 2,073.62
Annual 53,914.12”

“(6) Recruitment is at:

Biweekly 2,116.96
Annual 55,040.96”

“(7) An employee possessing an ICRM certification to be paid an additional 3%.”

Under Pay Range 2EN, delete the titles of “Absentee Services Coordinator (6)”, “Election Administrative Services Coordinator (6)”, and “Election Services Field Coordinator (6)”; add the titles of “Accounting Coordinator I (9)”, “Administrative Support Specialist (10)”, and “Election Services Coordinator (11)”; delete footnote designation (8) from and add footnote designation (12) to the title of “Library Security Investigator (8)”; and add new footnotes (9), (10), (11), and (12) to read:

“(9) Recruitment is at:

Biweekly 2,247.62
Annual 58,438.12”

“(10) Recruitment is at:

Biweekly 2,246.77
Annual 58,416.02”

“(11) Recruitment is at:

Biweekly 2,345.12
Annual 60,973.12”

“(12) Recruitment is at:

Biweekly 2,125.65
Annual 55,266.90”

Under Pay Range 2EX, delete the title of “Administrative Specialist-Senior”.

Under Pay Range 2FN, delete the title of “Healthcare Access Program Coordinator (5)”, delete footnote (5) in its entirety, renumber remaining footnotes accordingly, add the titles of “Accounting Coordinator II (9)” and “Business Services Specialist (10)”, and add new footnotes (9) and (10) to read:

“(9) Recruitment is at:

Biweekly	2,404.96
Annual	62,528.96”

“(10) Recruitment is at:

Biweekly	2,456.15
Annual	63,859.90”

Under Pay Range 2FX, delete the title of “Legal Administrative Specialist-Senior (3)” and delete footnote (3) in its entirety.

Under Pay Range 2GN, add the titles of “Absentee Services Coordinator (11)”, “Election Administrative Services Coordinator (11)”, “Election Services Field Coordinator (11)”, “Healthcare Access Program Coordinator (12)”, “Parking Administrative Services Coordinator (11)”, and “Revenue Collection Specialist (11)”; and add new footnotes (11) and (12) to read:

“(11) Recruitment is at:

Biweekly	2,471.69
Annual	64,263.94”

“(12) Recruitment is at:

Biweekly	2,504.31
Annual	65,112.06”

Under Pay Range 2GX, delete the title of “Municipal Court Clerk-Lead (7)”, add the titles of “Administrative Specialist-Senior (3)” and “Legal Administrative Specialist-Senior (3)”, and amend footnote (3) to read:

“(3) Recruitment is at:

Biweekly	2,576.62
Annual	66,992.12”

Under Pay Range 2HX, add the titles of “MKE Parks Program Coordinator” and “Racial Equity and Inclusion Coordinator (1)”.

Under Pay Range 2IX, add the title of “Municipal Court Clerk-Lead (7)” and add new footnote (7) to read:

“(7) Recruitment is at:

Biweekly	2,612.19
Annual	67,916.94”

Under Pay Range 2LX, add the title of “Public Health Strategist-Senior (6)”.

Under Pay Range 2NX, add the title of “Policy and Administration Director (5)”.

Part 8. Part 1, Section 5 of ordinance File Number 230639 relative to rates of pay of offices and positions in the City Service is hereby amended as follows (Effective Pay Period 5, 2024 - February 18, 2024):

Under Pay Range 5GN, delete the title of “Database Specialist (1)”, delete footnote (1) in its entirety, and renumber remaining footnotes accordingly.

Part 9. Part 1, Section 5 of ordinance File Number 230639 relative to rates of pay of offices and positions in the City Service is hereby amended as follows (Effective Pay Period 6, 2024 - March 3, 2024):

Under Pay Range 5AN, delete the title of “Public Health Aide”, add the titles of “Library Circulation Services Representative” and “Library Technical Services Specialist”, and amend “Wage Rate:” with new rates to read:

Wage Rate:

Hourly	19.63	24.53
Biweekly	1,570.23	1,962.77
Annual	40,825.98	51,032.02

Under Pay Range 5BN, add footnote designation (1) to the titles of “Clinic Assistant” and “Community Education Assistant”; add the titles of “Library Audio Machine Technician (3)” and “Public Health Aide (2)”; amend “Wage Rate:” with new rates; and add new footnotes (1), (2), and (3) to read:

Wage Rate:

Hourly	20.61	25.76
Biweekly	1,648.73	2,060.92
Annual	42,866.98	53,583.92

“(1) Recruitment is at:

Biweekly	1,657.31
Annual	43,090.06”

“(2) Recruitment is at:

Biweekly	1,675.42
Annual	43,560.92”

“(3) Recruitment is at:

Biweekly 1,727.27
Annual 44,909.02”

Under Pay Range 5CN, delete footnote designation (1) from and add footnote designations (2) and (3) to the title of “Medical Assistant (1)”; add the titles of “Emergency Communications Officer I (1) (3) (4)” and “Unified Call Center Representative 1 (1)”; delete all footnotes in their entirety; amend “Wage Rate:” with new rates; and add new footnotes (1), (2), (3), and (4) to read:

Wage Rate:

Hourly 21.64 27.05
Biweekly 1,731.19 2,164.00
Annual 45,010.94 56,264.00

“(1) Recruitment is at:

Biweekly 1,768.35
Annual 45,977.10”

“(2) Recruitment is at:

Biweekly 1,849.38
Annual 48,083.88”

“(3) Appointment may be at any rate in the pay range with the approval of DER.”

“(4) Incumbents assigned to intermittent on-the-job peer training to be paid an additional 5% biweekly.”

Under Pay Range 5DN, delete the titles of “Library Circulation Services Representative (3)”, “Library Technical Services Specialist (3)”, “License Specialist I (1)”, and “Police Records Specialist II (2)”; add the title of “Parking Enforcement Officer (1) (3)”; delete all footnotes in their entirety; amend “Wage Rate:” with new rates; and add new footnotes (1), (2), and (3) to read:

Wage Rate:

Hourly 22.72 28.40
Biweekly 1,817.73 2,272.15
Annual 47,260.98 59,075.90

“(1) Recruitment is at:

Biweekly 1,891.69
Annual 49,183.94”

“(2) Recruitment is at:

Biweekly 1,968.54
Annual 51,182.04”

“(3) For DPW positions, incumbents to be paid rates consistent with a promotion to a Parking Enforcement Supervisor in Pay Range 1CX when assigned to perform the work of a Parking Enforcement Supervisor.”

Under Pay Range 5EN, delete the titles of “Accounting Assistant III (6)”, “Community Service Officer (4)”, “Library Audio Machine Technician”, “License Specialist II (1)”, “Office Coordinator”, “Office Coordinator II (2)”, “Police Services Specialist - Investigator (3) (4)”, “Police Records Specialist III (1)”, and “Program Assistant I (5)”; add the titles of “Communications Assistant-Senior (1)”, “Lead Parking Enforcement Officer (2)”, “Tow Lot Assistant III (1)”, and “Unified Call Center Representative 2 (2)”; delete all footnotes in their entirety; amend “Wage Rate:” with new rates; and add new footnotes (1) and (2) to read:

Wage Rate:

Hourly	23.62	29.53
Biweekly	1,889.96	2,362.46
Annual	49,138.96	61,423.96

“(1) Recruitment is at:

Biweekly	1,899.96
Annual	49,398.96”

“(2) Recruitment is at:

Biweekly	1,986.31
Annual	51,644.06”

Under Pay Range 5FN, delete the titles of “Administrative Assistant III (2)”, “Claims Representative”, “Clinic Office Coordinator (2)”, “Customer Services Representative - Lead (2)”, “Emergency Communications Administrative Assistant III (2) (3)”, “Health Access Assistant (2)”, “Health Project Assistant (2)”, “Lead Project Assistant (4)”, and “Program Assistant II (1) (2) (3)”; add the titles of “Communications Assistant Lead (1) (4) (5)”, “Deferred Compensation Plan Services Assistant (2)”, “Internet Analyst (3)”, “Library Circulation Services Representative-Lead (1)”, “Library Communications Assistant (1)”, and “Library Technical Services Specialist-Lead (1)”; delete all footnotes in their entirety, amend “Wage Rate:” with new rates; and add new footnotes (1), (2), (3), (4), and (5) to read:

Wage Rate:

Hourly	24.81	31.01
Biweekly	1,984.46	2,480.58
Annual	51,595.96	64,495.08

“(1) Recruitment is at:

Biweekly	1,999.50
Annual	51,987.00”

“(2) Recruitment is at:

Biweekly 2,014.04
Annual 52,365.04”

“(3) Recruitment is at:

Biweekly 2,030.15
Annual 52,783.90”

“(4) For DPW positions, incumbents to be paid rates consistent with a promotion to a Parking Enforcement Supervisor in Pay Range 1CX when assigned to perform the work of a Parking Enforcement Supervisor.”

“(5) Additional 5% when assigned citation review.”

Under Pay Range 5GN, delete the titles of “Communications Assistant - Senior (5)”, “Emergency Communications Officer I (2) (3) (6)”, “Health Accounting Assistant (4)”, “Tow Lot Assistant III (5)”, and “Unified Call Center Representative 1 (2)”; add the titles of “Assessment Accounting Assistant”, “ERS Accounting Assistant”, “Accounting Assistant III”, “Accounting Program Assistant III (1)”, “ERS Fiscal Services Assistant (4)”, “Internet Analyst-Senior (5)”, “Office Coordinator”, “Office Coordinator II (3)”, “Payroll Assistant 1 (2)”, “Police Services Specialist-Investigator (6)”, “Program Assistant I”, “Tow Lot Assistant Lead”, “Transportation Accounting Assistant”, and “WIC Client Services Assistant 1 (2)”; delete all footnotes in their entirety; amend “Wage Rate:” with new rates, and add new footnotes (1), (2), (3), (4), (5), and (6) to read:

Wage Rate:

Hourly	25.65	32.06
Biweekly	2,051.96	2,564.96
Annual	53,350.96	66,688.96

“(1) Recruitment is at:

Biweekly 2,092.35
Annual 54,401.10”

“(2) Recruitment is at:

Biweekly 2,093.00
Annual 54,418.00”

“(3) Recruitment is at:

Biweekly 2,101.85
Annual 54,648.10”

“(4) Recruitment is at:

Biweekly 2,114.96
Annual 54,988.96”

“(5) Recruitment is at:

Biweekly	2,131.65
Annual	55,422.90”

“(6) Employees shall receive an additional (\$.65) per hour when they are designated to act as a lead worker. This additional pay shall not be included in base salary for determining fringe benefits.”

Under Pay Range 5HN, delete the titles of “Certification Services Specialist”, “License Specialist III”, and “Water Billing Specialist (1)”; add the titles of “911 Telecommunicator (4) (5) (6)”, “Assessment Services Assistant-Senior (2)”, “Community Service Officer (2)”, “Court Accounting Assistant-Senior (2)”, “Court Services Assistant-Lead (2)”, “License Specialist I”, “Payroll Assistant 2 (3)”, “Police Records Specialist II”, “Unified Call Center Representative 3 (4)”, and “WIC Client Services Assistant 2 (3)”; delete all footnotes in their entirety; amend “Wage Rate:” with new rates; and add new footnotes (1), (2), (3), (4), (5), and (6) to read:

Wage Rate:

Hourly	26.79	33.49
Biweekly	2,143.38	2,679.23
Annual	55,727.88	69,659.98

“(1) Recruitment is at:

Biweekly	2,147.77
Annual	55,842.02”

“(2) Recruitment is at:

Biweekly	2,186.23
Annual	56,841.98”

“(3) Recruitment is at:

Biweekly	2,197.65
Annual	57,138.90”

“(4) Recruitment is at:

Biweekly	2,231.29
Annual	58,013.54”

“(5) Appointment may be at any rate in the following pay range with the approval of DER:

Biweekly	2,231.29	2,744.21
Annual	58,013.54	71,349.46”

“(6) Incumbents assigned to intermittent on-the-job peer training to be paid an additional 5% biweekly.”

Under Pay Range 5IN, delete the titles of “911 Dispatcher (4)”, “911 Telecommunicator (3)”, “Administrative Assistant IV (1)”, “Assessment Accounting Assistant (8)”, “Benefits Services Specialist (2) (5)”, “Communications Assistant Lead (5) (6) (7)”, “Court Accounting Assistant (8)”, “Emergency Communications Administrative Assistant IV (2) (5)”, “Emergency Communications Financial Services Assistant (2) (5)”, “Emergency Communications Human Resources Assistant (2) (5)”, “ERS Accounting Assistant (8)”, “Human Resources Assistant (2) (5)”, “Library Circulation Services Representative - Lead (1)”, “Library Communications Assistant (1)”, “Library Technical Services Specialist - Lead (1)”, “Parking Enforcement Officer (6)”, “Program Assistant III (1)”, and “Revenue Collection Specialist (5)”; add the titles of “Administrative Assistant III”, “BOZA Administrative Assistant-Lead (4)”, “Clinic Office Coordinator”, “Community Health Administrative Specialist 1”, “Emergency Communications Officer II (1) (6)”, “Health Access Assistant”, “Health Project Assistant”, “IT Support Associate (4)”, “Lead Project Assistant”, “Legal Office Assistant-Senior (2)”, “License Specialist II”, “Municipal Court Clerk 1 (3) (7)”, “Payroll Assistant 3 (5)”, “Police Records Specialist III”, “Program Assistant II (8)”, and “WIC Client Services Assistant 3 (5)”; delete all footnotes in their entirety; amend “Wage Rate:” with new rates; and add new footnotes (1), (2), (3), (4), (5), (6), (7), (8), and (9) to read:

Wage Rate:

Hourly	27.70	34.63
Biweekly	2,216.15	2,770.19
Annual	57,619.90	72,024.94

“(1) Recruitment is at:

Biweekly	2,231.31
Annual	58,014.06”

“(2) Recruitment is at:

Biweekly	2,241.35
Annual	58,275.10”

“(3) Recruitment is at:

Biweekly	2,260.81
Annual	58,781.06”

“(4) Recruitment is at:

Biweekly	2,295.54
Annual	59,684.04”

“(5) Recruitment is at:

Biweekly	2,307.54
Annual	59,996.04”

“(6) Incumbents assigned to intermittent on-the-job peer training to be paid an additional 5% biweekly.”

“(7) Incumbents assigned to a Municipal Branch to be paid an additional 3% for the duration of the assignment.”

“(8) Terri Grote is authorized at the following rate:

Biweekly	2,677.40
Annual	69,612.40”

“(9) Recruitment is at:

Biweekly	2,260.46
Annual	58,771.96”

Under Pay Range 5JN, delete the titles of “Administrative Services Coordinator (1)”, “Assessment Services Assistant - Senior (3)”, “Court Accounting Assistant - Senior (3)”, “Court Administrative Assistant (3)”, “Court Services Assistant - Lead (3)”, “Deferred Compensation Plan Services Assistant (1)”, “ERS Fiscal Services Assistant (4)”, “Internet Analyst (6)”, “Lead Parking Enforcement Officer (2)”, “Legal Office Assistant - Senior (3)”, “Payroll Assistant I (5)”, “Tow Lot Assistant Lead (1)”, “Transportation Accounting Assistant (1)”, “Unified Call Center Representative 2 (2)”, and “WIC Client Services Assistant 1 (5)”; add the titles of “Administrative Assistant IV (2)”, “Assessment Services Specialist (2)”, “Benefits Services Specialist (2)”, “Community Health Administrative Specialist 2 (6)”, “Docketing Specialist (4)”, “DPW Payroll Services Assistant (2)”, “ERS Services Specialist (2)”, “Fire Business Services Specialist (2)”, “Human Resources Assistant (2)”, “Legal Office Assistant-Lead (3)”, “License Specialist III (1)”, “Municipal Court Clerk 2 (3) (5)”, “Program Assistant III (2)”, “Tax Enforcement Specialist (3)”, and “Water Program Assistant (2)”; delete all footnotes in their entirety; amend “Wage Rate:” with new rates; and add new footnotes (1), (2), (3), (4), (5), and (6) to read:

Wage Rate:

Hourly	28.86	36.08
Biweekly	2,309.08	2,886.35
Annual	60,036.08	75,045.10

“(1) Recruitment is at:

Biweekly	2,345.12
Annual	60,973.12”

“(2) Recruitment is at:

Biweekly	2,393.42
Annual	62,228.92”

“(3) Recruitment is at:

Biweekly	2,398.27
Annual	62,355.02”

“(4) Recruitment is at:

Biweekly 2,446.23
Annual 63,601.98”

“(5) Incumbents assigned to a Municipal Branch to be paid an additional 3% for the duration of the assignment.”

“(6) Recruitment is at:

Biweekly 2,326.96
Annual 60,500.96”

Under Pay Range 5KN, delete the titles of “Assessment Services Specialist (2)”, “BOZA Administrative Assistant - Lead (2)”, “Docketing Specialist (5)”, “Emergency Communications Officer II (1) (4)”, “ERS Services Specialist (2)”, “Facilities Program Assistant (6)”, “Internet Analyst - Senior (7)”, “IT Support Associate (2)”, “Legal Office Assistant - Lead (2)”, and “Unified Call Center Representative 3 (3)”; add the titles of “Administrative Services Coordinator (2)”, “Community Health Administrative Specialist 3 (1)”, and “Water Billing Specialist (1)”; delete all footnotes in their entirety; amend “Wage Rate:” with new rates; and add new footnotes (1) and (2) to read:

Wage Rate:

Hourly	30.31	37.88
Biweekly	2,424.54	3,030.69
Annual	63,038.04	78,797.94

“(1) Recruitment is at:

Biweekly 2,443.46
Annual 63,529.96”

“(2) Recruitment is at:

Biweekly 2,471.69
Annual 64,263.94”

Under Pay Range 5LN, delete the title of “Emergency Communications Officer IV (1) (2) (3)”, add the title of “911 Dispatcher (1) (2) (4)”, add footnote designation (3) to the title of “Emergency Communications Officer III (1) (2)”, amend “Wage Rate:” with new rates, amend footnote (3), and add new footnote (4) to read:

Wage Rate:

Hourly	31.45	39.31
Biweekly	2,515.69	3,144.62
Annual	65,407.94	81,760.12

“(3) Recruitment is at:

Biweekly 2,566.00

Annual 66,716.00

“(4) Appointment may be at any rate in the following pay range with the approval of DER:

Biweekly	2,566.00	3,155.81
Annual	66,716.00	82,051.06

Under Pay Range 5MN, delete the titles of “Payroll Assistant 2 (1)” and “WIC Client Services Assistant 2 (1)”, add the title of “Emergency Communications Officer IV (1) (2)”, delete all footnotes in their entirety, amend “Wage Rate:” with new rates, and add new footnotes (1) and (2) to read:

Wage Rate:

Hourly	33.02	41.27
Biweekly	2,641.46	3,301.81
Annual	68,677.96	85,847.06

“(1) Recruitment is at:

Biweekly	2,694.31
Annual	70,052.06”

“(2) Incumbents assigned to intermittent on-the-job peer training to be paid an additional 5% biweekly.

Under Pay Range 5NN, delete the Pay Range, Wage Rates, all titles, and all footnotes in their entirety.

Under Pay Range 5ON, delete the Pay Range, Wage Rates, all titles, and all footnotes in their entirety.

Part 10. Part 1, Section 6 of ordinance File Number 230639 relative to rates of pay of offices and positions in the City Service is hereby amended as follows (Effective Pay Period 6, 2024 - March 3, 2024):

Under Pay Range 6AN, delete the title of “Police Service Specialist”, add the titles of “Fire Cadet (1)” and “Police (1)”, amend “Wage Rate:” with new rates, and add new footnote (1) to read:

Wage Rate:

Hourly	17.51	21.01
Biweekly	1,400.81	1,680.96
Annual	36,421.06	43,704.96

“(1) Recruitment is at:

Biweekly	1,273.46
Annual	33,109.70”

Under Pay Range 6BN, delete the titles of “Fire Cadet” and “Police Aide”, add the titles of “Office Assistant I” and “Office Clerk II”, and amend “Wage Rate:” with new rates to read:

Wage Rate:

Hourly	17.84	21.41
Biweekly	1,427.46	1,712.96
Annual	37,113.96	44,536.96

Under Pay Range 6CN, delete the title of “Office Assistant I”, add the title of “Police Services Specialist”, and amend “Wage Rate:” with new rates to read:

Wage Rate:

Hourly	18.68	22.41
Biweekly	1,494.19	1,793.00
Annual	38,848.94	46,618.00

Create new Pay Range 6DN with the following “Wage Rate:”:

Wage Rate:

Hourly	19.63	23.55
Biweekly	1,570.23	1,884.27
Annual	40,825.98	48,991.02

Under Pay Range 6DN, add the titles of “Assessment Services Clerk”, “Mail Processor”, and “Office Assistant II”.

Under Pay Range 6EN, delete the titles of “Health Services Assistant I”, “Office Assistant II”, and “Office Clerk II”; add the titles of “Communications Assistant I” and “Tow Lot Assistant I”; and amend “Wage Rate:” with new rates to read:

Wage Rate:

Hourly	19.95	23.94
Biweekly	1,595.92	1,915.08
Annual	41,493.92	49,792.08

Under Pay Range 6FN, delete the titles of “Communications Assistant I (2)”, “Customer Service Representative I (3)”, “Duplicating Equipment Operator I”, “Health Services Assistant II (3)”, “Mail Processor”, “Office Assistant III (3)”, “Police Records Specialist I (4)”, “Tow Lot Assistant I (2)”, and “Transcriptionist III (1)”; delete all footnotes in their entirety; and amend “Wage Rate:” with new rates to read:

Wage Rate:

Hourly	20.75	24.90
Biweekly	1,659.73	1,991.69
Annual	43,152.98	51,783.94

Update Pay Range 6GN, delete the titles of “Accounting Assistant I (2)”, “Administrative Assistant I (1)”, “Assessment Services Clerk (3)”, “Claims Processor I (1)”, “Communications Assistant II (1)”, “Customer

Service Representative II (1)”, “Duplicating Equipment Operator II (1)”, “Personnel Payroll Assistant I (2)”, and “Tow Lot Assistant II (1)”; add the titles of “Assessment Services Assistant 1”, “BOZA Administrative Assistant 1”, “Court Services Assistant 1 (1)”, “Customer Service Representative I”, “Office Assistant III”, and “Police Records Specialist I”; delete all footnotes in their entirety; amend “Wage Rate:” with new rates; and add new footnote (1) to read:

Wage Rate:

Hourly	21.59	25.91
Biweekly	1,727.27	2,072.73
Annual	44,909.02	53,890.98

“(1) Recruitment is at:

Biweekly	1,761.81
Annual	45,807.06”

Under Pay Range 6HN, delete the titles of “Accounting Assistant II (3)”, “Accounting Program Assistant I (3)”, “Administrative Assistant II (1)”, “Archives Technician (1)”, “Communications Assistant III (1)”, “Customer Service Representative III (1) (2)”, “Office Assistant IV (1)”, “Police District Administrative Assistant (1)”, and “Teller (3)”; add the titles of “Accounting Assistant I (1)”, “Administrative Assistant I (1)”, “Communications Assistant II (1)”, “Customer Service Representative II (1)”, and “Tow Lot Assistant II (1)”; delete all footnotes in their entirety; amend “Wage Rate:” with new rates; and add new footnote (1) to read:

Wage Rate:

Hourly	22.22	26.67
Biweekly	1,777.92	2,133.50
Annual	46,225.92	55,471.00

“(1) Recruitment is at:

Biweekly	1,779.08
Annual	46,256.08”

Under Pay Range 6IN, delete the titles of “BOZA Administrative Assistant 1 (1)” and “Field Headquarters Coordinator”; add the titles of “Assessment Services Assistant 2”, “Court Services Assistant 2 (1)”, and “Payroll Clerk 1”; delete all footnotes in their entirety; amend “Wage Rate:” with new rates; and add new footnote (1) to read:

Wage Rate:

Hourly	22.67	27.20
Biweekly	1,813.46	2,176.35
Annual	47,149.96	56,585.10

“(1) Recruitment is at:

Biweekly	1,849.88
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Annual 48,096.88”

Under Pay Range 6JN, delete the title of “Communications Assistant IV (1)”, add the title of “Accounting Program Assistant I (1)”, delete all footnotes in their entirety, amend “Wage Rate:” with new rates, and add new footnote (1) to read:

Wage Rate:

Hourly	23.25	27.90
Biweekly	1,859.88	2,231.88
Annual	48,356.88	58,028.88

“(1) Recruitment is at:

Biweekly	1,862.54
Annual	48,426.04”

Under Pay Range 6KN, delete the titles of “Accounting Program Assistant II (3)”, “Administrative Services Assistant (1) (2)”, “BOZA Administrative Assistant 2 (4)”, “City Payroll Assistant (1)”, “Claims Processor II (1)”, and “Communications Assistant V (1)”; add the titles of “Accounting Assistant II (1)”, “Administrative Assistant II (3)”, “Assessment Services Assistant 3 (3)”, “BOZA Administrative Assistant 2 (3)”, “Communications Assistant III (3)”, “Court Accounting Assistant (2)”, “Customer Service Representative III (3) (6)”, “ITMD Administrative Assistant (5)”, “Legal Office Assistant 1 (4)”, “Office Assistant IV (3)”, “Payroll Clerk 2 (2)”, “Police District Administrative Assistant (3)”, and “Teller (3)”; delete all footnotes in their entirety; amend “Wage Rate:” with new rates; and add new footnotes (1), (2), (3), (4), (5), and (6) to read:

Wage Rate:

Hourly	23.60	28.32
Biweekly	1,888.27	2,265.92
Annual	49,095.02	58,913.92

“(1) Recruitment is at:

Biweekly	1,889.96
Annual	49,138.96”

“(2) Recruitment is at:

Biweekly	1,897.08
Annual	49,324.08”

“(3) Recruitment is at:

Biweekly	1,899.96
Annual	49,398.96”

“(4) Recruitment is at the following rate and will increase 3% upon completion of probation:

Biweekly 1,926.04
Annual 50,077.04”

“(5) Recruitment is at:

Biweekly 1,937.96
Annual 50,386.96”

“(6) An employee in DPW-Water Works who is designated by the Water Works Superintendent to be a lead worker shall receive an additional 5% while performing those functions.”

Under Pay Range 6LN, delete the titles of “Assessment Services Assistant 1 (1)” and “Court Services Assistant 1 (2)”; add the titles of “Communications Assistant IV (1)” and “Payroll Clerk 3 (2)”; delete all footnotes in their entirety; amend “Wage Rate:” with new rates; and add new footnotes (1) and (2) to read:

Wage Rate:

Hourly	24.50	29.40
Biweekly	1,960.15	2,352.19
Annual	50,963.90	61,156.94

“(1) Recruitment is at:

Biweekly 1,989.46
Annual 51,725.96”

“(2) Recruitment is at:

Biweekly 1,999.35
Annual 51,983.10”

Under Pay Range 6MN, delete the title of “Payroll Clerk 1 (1)”; add the title of “Accounting Program Assistant II”, “Administrative Services Assistant”, “Communications Assistant V”, and “Legal Office Assistant 2 (1)”; delete all footnotes in their entirety; amend “Wage Rate:” with new rates; and add new footnote (1) to read:

Wage Rate:

Hourly	25.44	30.53
Biweekly	2,035.27	2,442.31
Annual	52,917.02	63,500.06

“(1) Recruitment is at:

Biweekly 2,082.15
Annual 54,135.90”

Under Pay Range 6NN, delete the Pay Range, Wage Rates, all titles, and all footnotes in their entirety.

Under Pay Range 6ON, delete the Pay Range, Wage Rates, all titles, and all footnotes in their entirety.

Part 11. Part 1, Section 7 of ordinance File Number 230639 relative to rates of pay of offices and positions in the City Service is hereby amended as follows (Effective Pay Period 18, 2023 - August 20, 2023):

Under Pay Range 7IN, add footnote designation (16) to the title of “Special Enforcement Inspector 2 (4)” and add new footnote (16) to read:

“(16) An employee designated as a lead worker by the DNS Commissioner will receive an additional 5% when assigned those functions.”

Part 12. Part 1, Section 7 of ordinance File Number 230639 relative to rates of pay of offices and positions in the City Service is hereby amended as follows (Effective Pay Period 6, 2024 - March 3, 2024):

Under Pay Range 7LN, add the title of “Facilities Control Specialist (1)”.

Part 13. Part 1, Section 8 of ordinance File Number 230639 relative to rates of pay of offices and positions in the City Service is hereby amended as follows (Effective Pay Period 18, 2023 - August 20, 2023):

Under Pay Range 8HN, add footnote designation (1) to the title of “Special Equipment Operator I” and add new footnote (1) to read:

“(1) Employees who receive an emergency temporary appointment to this title shall receive the 1% snow and ice control operation assignment pay.”

Under Pay Range 8IN, add footnote designation (2) to the title of “Special Equipment Operator II” and add new footnote (2) to read:

“(2) Employees who receive an emergency temporary appointment to this title shall receive the 1% snow and ice control operation assignment pay.”

Part 14. Part 1, Section 9 of ordinance File Number 230639 relative to rates of pay of offices and positions in the City Service is hereby amended as follows (Effective Pay Period 6, 2024 - March 3, 2024):

Under Pay Range 9EN, delete the titles of “Temporary Administrative Assistant II (2)” and “Temporary Program Assistant I (1)”, add the title of “Temporary Community Education Assistant (3)”, delete footnotes (1) and (2) in their entirety, renumber remaining footnotes accordingly, and add new footnote (3) to read:

“(3) Recruitment is at:

Biweekly	1,657.31
Annual	43,090.06”

Under Pay Range 9FN, delete footnote designation (1) from and add footnote designation (2) to title of “Temporary Office Assistant I (1)”; add the titles “Temporary Office Assistant II (1) (2)” and “Temporary Library Circulation Services Representative (1) (3)”; delete all footnotes in their entirety; amend “Wage Rate:” with new rates; and add new footnotes (1), (2), and (3) to read:

Wage Rate:

Biweekly	1,427.46	1,893.04
Annual	37,113.96	49,219.04

“(1) Recruitment is at:

Biweekly	1,570.23
Annual	40,825.98”

“(2) Temporary employees in the Office of the Election Commission who were employed in this capacity prior to July 1, 1982, shall retain their salary and benefit status.”

“(3) Incumbents are limited to the footnoted recruitment rate.”

Under Pay Range 9HN, delete the title of “Temporary Election Services Office Administrator (1)”, add the title of “Temporary Early Voting Coordinator (1) (2)”, and amend footnote (1) to read:

“(1) Recruitment is at:

Biweekly	2,471.69
Annual	64,263.94

Under Pay Range 9KN, delete the title of “Temporary Community Education Assistant (2) (3)” and “Temporary Office Assistant II (1)”; add the titles of “Temporary Customer Service Representative I (1)” and “Temporary Office Assistant III (1) (2)”; delete all footnotes in their entirety; amend “Wage Rate:” with new rates; and add new footnotes (1) and (2):

Wage Rate:

Biweekly	1,654.73	2,068.58
Annual	43,022.98	53,783.08

“(1) Recruitment is at:

Biweekly	1,727.27
Annual	44,909.02”

“(2) Temporary employees in the Office of the Election Commission who were employed in this capacity prior to July 1, 1982, shall retain their salary and benefit status.”

Under Pay Range 9ON, delete the titles of “Temporary Customer Service Representative I” and “Temporary Office Assistant III (1)”; add the titles of “Temporary Administrative Assistant II (2) (3)” and “Temporary Customer Service Representative II (1) (3)”; delete all footnotes in their entirety; amend “Wage Rate:” with new rates; and add new footnotes (1), (2), and (3):

Wage Rate:

Biweekly	1,704.50	2,130.62
Annual	44,317.00	55,396.12

“(1) Recruitment is at:

Biweekly 1,779.08
Annual 46,256.08”

“(2) Recruitment is at:

Biweekly 1,899.96
Annual 49,398.96”

“(3) Appointment may be at any rate in the pay range with the approval of DER.”

Under Pay Range 9UN, delete the titles of “Temporary Customer Service Representative II (1)” and “Temporary Library Circulation Services Representative (3) (4)”, and delete footnotes (3) and (4) in their entirety.

Part 15. Part 2, Section 3 of ordinance File Number 230639 relative to rates of pay of offices and positions in the City Service is hereby amended as follows (Effective Pay Period 6, 2024 - March 3, 2024):

Under “Part II, Section 3: Salary at Time of Appointment”, amend paragraph “C.” to read:

C. Recruitment of Technicians (Section 3) and Skilled Crafts (Section 7): Recruitment of Technicians (Section 3), Skilled Crafts (Section 7), and Paraprofessionals (5): In the event it becomes necessary to recruit at a rate above the minimum for positions classified as Technicians, Skilled Craft, or Paraprofessionals (Pay Ranges 5EN-5MN), recruitment may be authorized at any rate in the pay range based on credentials and relevant experience with the approval of the Department of Employee Relations.”

Part 16. Part 2, Section 5 of ordinance File Number 230639 relative to rates of pay of offices and positions in the City Service is hereby amended as follows (Effective Pay Period 7, 2024 - March 17, 2024):

Under Part II, “Section 5: Promotions and Special Pay Practices”, add new paragraph “I.” to read:

I. The Employees listed below will receive a 10% incentive while assigned to perform additional responsibilities related to the Enterprise Resource Planning software project. This incentive will expire at the conclusion of Pay Period 25, 2025.

Department, Division/Section, Title, Employee

- DOA, Budget, Admin Specialist Sr., Amanda Cervantes
- DOA, Budget, Budget & Fiscal Policy Analyst II, Angelique Pettigrew
- DOA, Budget, Budget & Fiscal Policy Analyst III, Nathaniel Haack
- DOA, Budget, Budget & Fiscal Policy Analyst III, Shaketa Winters
- DOA, Budget, Budget & Fiscal Policy Manager, Sarah Osborn
- DOA, Budget, Budget & Fiscal Policy Manager, Mason Lavey
- Comptroller, Accounting, Accounting Manager, Chris Wanty
- Comptroller, Accounting, Assistant Accounting Manager, Sheila Scott
- Comptroller, Financial Systems Support, FMIS Project Manager, Max Riesing
- Comptroller, Financial Systems Support, Functional Applications Analyst-Senior, Barbara James

Comptroller, Financial Systems Support, Functional Applications Manager, David Klein
Comptroller, Payroll Administration, Assistant City Payroll Manager, Casey Kloss
Comptroller, Payroll Administration, City Payroll Manager, Joann Bielinski
DER, Pay Services, HRIS Audit Coordinator, Ashley Brandt
DER, Systems Support, Functional Applications Administrator, Megan Kemmerling
DPW, Administrative Services, Administrative Services Manager, Shannon Goodwin
DPW, Administrative Services, DPW Inventory and Purchasing Manager, Anamaria Benites
DPW, Operations/Fleet, Fleet Inventory Manager, Darryl Ewing
DPW, Infrastructure/Accounting, Business Operations Manager, Carl Rappelt
DPW, Operations/Accounting, Program Assistant II, Shanice Thomas
DPW, Transportation/Accounting, Transportation Accountant, Lynn Guerrero
DPW, Water Works/Accounting, Water Financial Manager, Terry Ignatowski
DOA, Purchasing, Procurement Specialist, Markiesha Henderson”

Part 17. All ordinances or parts of ordinances contravening the provisions of this ordinance are hereby repealed.

Part 18. The provisions of Parts 1, 11, and 13 of this ordinance are deemed to be in force and effect from and after Pay Period 18, 2023 (August 20, 2023).

Part 19. The provisions of Parts 2 and 5 of this ordinance are deemed to be in force and effect from and after Pay Period 2, 2024 (January 7, 2024).

Part 20. The provisions of Parts 3, 6, and 8 of this ordinance are deemed to be in force and effect from and after Pay Period 5, 2024 (February 18, 2024).

Part 21. The provisions of Parts 4, 7, 9, 10, 12, 14, and 15 of this ordinance are deemed to be in force and effect from and after Pay Period 6, 2024 (March 3, 2024).

Part 22. The provisions of Part 16 of this ordinance are deemed to be in force and effect from and after Pay Period 7, 2024 (March 17, 2024).

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

Part 23. This ordinance will take effect and be in force from and after its passage and publication.

City Clerk's Office
Chris Lee
02/22/2024

Technical Corrections
Chris Lee
02/27/2024