


COUNTY OF MILWAUKEE
Department of Human Resources
INTER-OFFICE COMMUNICATION

DATE : April 21, 2015

To : Committee on Finance, Personnel & Audit

FROM : Mike Blickhahn, Director Compensation/HRIS 

SUBJECT : **Informational Report for 05/14/2015**
Finance, Personnel & Audit Committee Meeting

Attached are a series of informational reports listing various personnel transactions that the Chief Human Resources Officer intends to approve for implementation.

The reports are:

- Reclassifications
- Advancements within the pay range
- Reallocations
- Appointments at an advanced step of the pay range
- Revisions to Executive Compensation Plan [ECP]
- Dual employment
- Emergency appointment
- Temporary appointment
- Temporary assignments to a higher classification (updated through April 17, 2015)

These reports are provided in accordance with the provisions of Chapter 17 of the County General Ordinances and may be included on the agenda of the May 14, 2015 Finance, Personnel & Audit Committee Meeting for informational purposes.

Copy: HR Managers

**Finance, Personnel & Audit Committee Meeting
Compensation Report
May 2015**

In accordance with the provisions of Chapter 17 of the Milwaukee County General Ordinances, the Director of Human Resources intends to approve for implementation.
The Department of Administration has verified that funds are available within the adopted budget to cover the cost associated with these actions.
(Reclassifications, Advancements Within The Pay Range and Reallocations)
*Change in Duties has to reflect a weight of 25% or more.

HIGH/LOW ORG	REQUESTOR	ORDINANCE TYPE	CURRENT TITLE / JOBCODE & POSITION #	RECOMMENDED TITLE / JOBCODE & POSITION #	NO. POSITIONS	CURRENT		RECOMMENDED		INFORMATIONAL: Market equitable alignment based on overall job duties/responsibilities, competencies and educational/experience requirement.	Effective Date
						PAY RANGE	ANNUAL PAY RATE	PAY RANGE	ANNUAL PAY RATE		
1140	Human Resources	RECLASSIFICATION	Assistant Compensation/HRIS 00005786000002	Assistant Compensation/HRIS Lead	1	06PM	01 \$ 34,764.46	07PM	01 \$ 37,972.59	Immediate Recruitment Need	4/15/2015
							02 \$ 35,991.12		02 \$ 39,313.32	Internal Equity	
							03 \$ 37,218.40		03 \$ 40,653.21	X Misclassification	
							04 \$ 38,445.27		04 \$ 41,993.52	No Incumbent	
							05 \$ 39,672.35		05 \$ 43,333.41	Red Circled	
							06 \$ 40,899.00		06 \$ 44,673.72	Retention	
							07 \$ 42,126.50		07 \$ 46,014.03	Other:	
							08 \$ 43,353.37		08 \$ 47,353.92		
							09 \$ 44,579.82		09 \$ 48,694.44		
							7990		Family Care	RECLASSIFICATION	
02 \$ 59,894.85	02 \$ 50,633.90	Internal Equity									
03 \$ 62,882.98	03 \$ 52,494.37	X Misclassification									
04 \$ 65,580.94	04 \$ 54,355.26	X No Incumbent									
05 \$ 68,569.28	05 \$ 56,815.30	Red Circled									
06 \$ 69,929.39		Retention									
07 \$ 71,312.18		Other:									
08 \$ 72,516.08											
09 \$ 73,720.19											
7990	Family Care	RECLASSIFICATION	Clerical Asst 1 00000042000190 - 187	Secretarial Assistant	2	03P		01 \$ 28,408.07			04P
							02 \$ 29,410.78	02 \$ 31,408.64	Internal Equity		
							03 \$ 30,413.07	03 \$ 32,479.42	X Misclassification		
							04 \$ 31,415.99	04 \$ 33,550.20	X No Incumbent		
							05 \$ 32,418.92	05 \$ 34,620.97	Red Circled		
							06 \$ 33,421.42	06 \$ 35,691.75	Retention		
							07 \$ 34,424.34	07 \$ 36,762.32	Other:		
							08 \$ 35,426.63	08 \$ 37,832.89			
							09 \$ 36,429.55	09 \$ 38,904.30			
							7990	Family Care	RECLASSIFICATION	Health Care Plan Specialist II 00004950000020	
02 \$ 37,856.21	02 \$ 34,928.53	Internal Equity									
03 \$ 38,861.86	03 \$ 35,724.10	X Misclassification									
04 \$ 40,051.12	04 \$ 36,814.00	X No Incumbent									
05 \$ 41,183.03	05 \$ 37,856.21										
	06 \$ 38,861.86										
	07 \$ 40,051.12										
	08 \$ 41,183.03										
	09 \$ 42,375.45										
	10 \$ 44,016.38										
	11 \$ 45,772.02										
	12 \$ 47,640.05										
	13 \$ 49,191.28										
	14 \$ 50,809.74										
	15 \$ 52,734.49										
	16 \$ 53,721.87										
	17 \$ 54,677.10										

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						PAY RANGE	ANNUAL PAY RATE	PAY RANGE	ANNUAL PAY RATE									
8000	DHHS	RECLASSIFICATION	Senior Executive Assistant 0000102000005	Executive Assistant	1	07PM	01 \$ 37,972.59	22M	01 \$ 44,879.18	Immediate Recruitment Need	4/15/2015							
							02 \$ 39,313.32		02 \$ 46,710.45			Internal Equity						
							03 \$ 40,653.21		03 \$ 48,231.43				X	Misclassification				
							04 \$ 41,993.52		04 \$ 49,818.37						No Incumbent			
							05 \$ 43,333.41		05 \$ 51,705.73							Red Circled		
							06 \$ 44,673.72										Retention	
							07 \$ 46,014.03											Other:
							08 \$ 47,353.92											
							09 \$ 48,694.44											
							8000		DHHS				RECLASSIFICATION					
02 \$ 56,431.69	02 \$ 59,111.89	Internal Equity																
03 \$ 59,117.77	03 \$ 61,740.20		X	Misclassification														
04 \$ 61,746.92	04 \$ 64,714.93		X		No Incumbent													
05 \$ 64,721.45	05 \$ 67,626.85					Red Circled												
8000	DHHS		RECLASSIFICATION				Housing Prog Asst Rehab 0000801000002	Housing Navigator	1	16z	01 \$ 37,972.59	19	01 \$ 44,879.18	Immediate Recruitment Need	4/15/2015			
		02 \$ 39,313.32									02 \$ 46,710.45		Internal Equity					
		03 \$ 40,653.21		03 \$ 48,231.43							X					Misclassification		
		04 \$ 41,993.52		04 \$ 49,818.37	X						No Incumbent							
		05 \$ 43,333.41		05 \$ 51,705.73		Red Circled												
		06 \$ 44,673.72															Retention	
		07 \$ 46,014.03																Other:
		08 \$ 47,353.92																
		09 \$ 48,694.44																
		8000		DHHS	RECLASSIFICATION													
02 \$ 39,313.32	02 \$ 46,710.45		Internal Equity															
03 \$ 40,653.21	03 \$ 48,231.43						X	Misclassification										
04 \$ 41,993.52	04 \$ 49,818.37						X		No Incumbent									
05 \$ 43,333.41	05 \$ 51,705.73									Red Circled								
06 \$ 44,673.72							Retention											
07 \$ 46,014.03											Other:							
08 \$ 47,353.92																		
09 \$ 48,694.44																		
8000	DHHS					RECLASSIFICATION						Human Ser Wkr 0005630000166	Outreach Services Manager	1	16C	01 \$ 34,132.75	33M	01 \$ 67,633.79
		02 \$ 34,928.53		02 \$ 70,605.58	Internal Equity													
		03 \$ 35,724.10	03 \$ 73,524.85	X												Misclassification		
		04 \$ 36,814.00	04 \$ 77,066.59	X				No Incumbent										
		05 \$ 37,856.21	05 \$ 80,609.59						Red Circled									
		06 \$ 38,861.86								Retention								
		07 \$ 40,051.12					Other:											
		08 \$ 41,183.03																
		09 \$ 42,375.45																
		10 \$ 44,016.38																
		11 \$ 45,772.02																
		12 \$ 47,640.05																
		13 \$ 49,191.28																
		14 \$ 50,809.74																
		15 \$ 52,734.49																
		16 \$ 53,721.87																
		17 \$ 54,677.10																

**Finance, Personnel & Audit Committee Meeting
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May 2015**

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						PAY RANGE	ANNUAL PAY RATE	PAY RANGE	ANNUAL PAY RATE		
9500	Zoo	RECLASSIFICATION	Admin Spec - Zoo 0000088000005	Contractor and Compliance Manager	1	07P	01 \$ 38,728.25	28M	01 \$ 55,707.12	Immediate Recruitment Need	4/15/2015
							02 \$ 40,095.66		02 \$ 56,431.69	Internal Equity	
							03 \$ 41,462.23		03 \$ 59,117.77	X Misclassification	
							04 \$ 42,829.22		04 \$ 61,746.92	X No Incumbent	
							05 \$ 44,195.79		05 \$ 64,721.45	Red Circled	
							06 \$ 45,562.78			Retention	
							07 \$ 46,929.77			Other:	
							08 \$ 48,296.34				
							09 \$ 49,663.33				

RECLASS
DAS FISCAL FORM
4/27/2015

RECLASSIFICATION DAS FISCAL FORM

Department: Human Resources
Date of Reclassification Request: 4/15/2015
Date of Anticipated Reclassification: 5/14/2015

Item	Org Unit	Low Org	Title Code	Position Name	Pay Range	Step	No. of Positions	FTEs	Hrly Rate	Biweekly Salary	Social Security	Fringe Benefits**	Pay Periods Remaining	2014 total	Annual Total
EXISTING POSITION(S)*:															
1	1140	1142	00005786	Assistant Compensation/HRIS	06PM	02	1	1.0	17.30	1,384	106	682	16	34,747	56,463
2															
3															
4															
													SUBTOTAL:	34,747	56,463
RECLASSIFIED POSITION(S)*:															
1	1140	1142	TBD	Assistant Compensation/HRIS Lead	07PM	01	1	1.0	18.26	1,460	112	690	16	36,191	58,811
2															
3															
4															
													SUBTOTAL:	36,191	58,811
													TOTAL COST:	1,444	2,347

* Pension Fixed Rate for 2014 = 10.80% of salary (No impact on Health Insurance of this action)
**

DOES THE DEPARTMENT HAVE SUFFICIENT FUNDS FOR THE ADVANCEMENT: Yes

COMMENT/NARRATIVE (optional):



Director of Performance, Strategy, and Budget

4-27-15

DATE

RECLASS
DAS FISCAL FORM
4/24/2015

RECLASSIFICATION DAS FISCAL FORM

Department: DHHS

Date of Reclassification Request: 4/15/2015

Date of Anticipated Reclassification: 5/14/2015

Item	Org Unit	Low Org	Title Code	Position Name	Pay Range	Step	No. of Positions	FTEs	Hrly Rate	Biweekly Salary	Social Security	Fringe Benefits**	Pay Periods Remaining	2014 total	Annual Total	
EXISTING POSITION(S)*:																
1	8000	8110	00000102	Sr. Executive Asst.	07PM	01	1	1.0	18.26	1,460	112	690	16	36,191	58,811	
2	8000	8524	00008400	Housing & Dev Prog Coord	28M	01	1	1.0	26.78	2,143	164	763	16	49,118	79,817	
3	8000	8524	00008010	Housing Prog Asst Rehab	16Z	01	1	1.0	16.65	1,332	102	676	16	33,756	54,853	
4	8000	8306	00004463	Fiscal Analyst-Supv	16Z	01	1	1.0	16.65	1,332	102	676	16	33,756	54,853	
	8000	8361	00056300	Human Services Worker	16C	01	1	1.0	16.41	1,313	100	674	16	33,392	54,262	
														SUBTOTAL:	186,213	302,597
RECLASSIFIED POSITION(S)*:																
1	8000	8110	00000102	Sr. Executive Asst.	22M	01	1	1.0	21.58	1,726	132	718	16	41,225	66,991	
3	8000	8524	TBD	Housing Program Evaluator	29	01	1	1.0	27.13	2,170	166	766	16	49,642	80,669	
4	8000	8524	TBD	Housing Navigator	19	01	1	1.0	19.80	1,584	121	703	16	38,531	62,613	
	8000	8306	TBD	Housing Navigator	19	01	1	1.0	19.80	1,584	121	703	16	38,531	62,613	
	8000	8361	TBD	Outreach Services Mgr	33M	01	1	1.0	32.52	2,601	199	813	16	57,812	93,944	
														SUBTOTAL:	225,742	366,830
														TOTAL COST:	39,528	64,234

* Pension Fixed Rate for 2014 = 10.80% of salary (No impact on Health Insurance of this action)

**

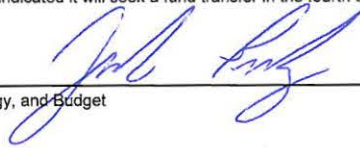
DOES THE DEPARTMENT HAVE SUFFICIENT FUNDS FOR THE ADVANCEMENT:

Yes

COMMENT/NARRATIVE (optional): The Department has sufficient funding for the reclassification of the Sr. Executive Assistant. All other positions are presently unfunded; the newly-reclassified positions are also unfunded. The Department has indicated it will seek a fund transfer in the fourth quarter to fund these positions, or may identify other sources of funding.

Director of Performance, Strategy, and Budget

DATE



4-24-15

RECLASS
DAS FISCAL FORM
4/23/2015

RECLASSIFICATION DAS FISCAL FORM

Department: Zoo
Date of Reclassification Request: 4/15/2015
Date of Anticipated Reclassification: 5/14/2015

Item	Org Unit	Low Org	Title Code	Position Name	Pay Range	Step	No. of Positions	FTEs	Hrly Rate	Biweekly Salary	Social Security	Fringe Benefits**	Pay Periods Remaining	2014 total	Annual Total
EXISTING POSITION(S)*:															
1	9500	9521	00000088	Admin Specialist - Zoo	07PM	01	1	1.0	18.62	1,490	114	693	16	36,743	59,707
2															
3															
4															
													SUBTOTAL:	36,743	59,707
RECLASSIFIED POSITION(S)*:															
1	9500	9521	00000088	Contractor and Compliance Manager	28M	01	1	1.0	26.78	2,143	164	763	16	49,118	79,817
2															
3															
4															
													SUBTOTAL:	49,118	79,817
													TOTAL COST:	12,375	20,110

* Pension Fixed Rate for 2014 = 10.80% of salary (No impact on Health Insurance of this action)

**

DOES THE DEPARTMENT HAVE SUFFICIENT FUNDS FOR THE ADVANCEMENT: Yes

COMMENT/NARRATIVE (optional):



Director of Performance, Strategy, and Budget

4-23-15

DATE

**Appointments at an Advanced Step of the Pay Range
Finance, Personnel & Audit Committee Report
May 2015**

^Bold/shaded border denotes rates of incumbents

REQUESTOR	ORG UNIT	PREVIOUS CLASSIFICATION	CURRENT CLASSIFICATION	PAY GRADE	# OF STEPS ^	REQUESTED HOURLY RATE	ANNUALIZED SALARY BY STEPS	APPOINTED STEP	APPOINTED DATE	JUSTIFICATION
HOC	4300	Analyst Management and Budget	N/A	26M	1	22.989216	\$ 47,817.57	3	04/01/2015	New Hire Appointment 1 years of related experience
					2	23.868118	\$ 49,645.69			
					3	24.745404	\$ 51,470.44			
					4	25.622387	\$ 53,294.56			
					5	26.782271	\$ 55,707.12			
District Attorney	4500	Clerical Asst. I	N/A	03P	1	13.657725	\$ 28,408.07	2	04/03/2015	New Hire Appointment 25 years of related experience
					2	14.139798	\$ 29,410.78			
					3	14.621669	\$ 30,413.07			
					4	15.103843	\$ 31,415.99			
					5	15.586017	\$ 32,418.92			
					6	16.067989	\$ 33,421.42			
					7	16.550163	\$ 34,424.34			
					8	17.032034	\$ 35,426.63			
					9	17.514208	\$ 36,429.55			
DCSD	8000	Office Management Supervisor	N/A	24M	1	22.989216	\$ 47,817.57	2	03/17/2015	New Hire Appointment 18 years of related experience
					2	23.868118	\$ 49,645.69			
					3	24.745404	\$ 51,470.44			
					4	25.622387	\$ 53,294.56			
					5	26.782271	\$ 55,707.12			
DHHS	8000	Community Intervention Specialist	N/A	24	1	23.446544	\$ 48,768.81	2	03/27/2015	New Hire Appointment 2 years of related experience
					2	24.343222	\$ 50,633.90			
					3	25.237678	\$ 52,494.37			
					4	26.132336	\$ 54,355.26			
					5	27.315046	\$ 56,815.30			
DHHS	8000	Housing Program Assistant	N/A	16Z	1	16.64985	\$ 34,631.69	5	04/08/2015	New Hire Appointment 4 years of related experience
					2	17.17505	\$ 35,724.10			
					3	17.699038	\$ 36,814.00			
					4	18.200099	\$ 37,856.21			
					5	18.683586	\$ 38,861.86			
					6	19.255347	\$ 40,051.12			
					7	19.799535	\$ 41,183.03			
					8	20.372811	\$ 42,375.45			
					9	21.161722	\$ 44,016.38			
Parks	9000	Contract Services Officer	N/A	30M	1	28.422006	\$ 59,117.77	5	04/06/2015	New Hire Appointment 3 years of related experience
					2	29.686021	\$ 61,746.92			
					3	31.11608	\$ 64,721.45			
					4	32.516243	\$ 67,633.79			
					5	33.944989	\$ 70,605.58			

REVISIONS TO Executive Compensation Plan (ECP) REPORT
Finance, Personnel & Audit Committee Meeting
May 14, 2015

Currently, there are no "Revisions to ECP" to report.

Dual Employment Report
Finance, Personnel & Audit Committee Meeting
May 14, 2015

<u>Organizational Unit</u>	<u>Name</u>	<u>Current Classification</u>	<u>Current Pay Range</u>	<u>Dual Employment</u>	<u>Dual Employment Pay Range</u>
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Currently, there are no "Dual Employments" to report.

Emergency Appointment Report
Finance, Personnel & Audit Committee Meeting
May 14, 2015

Requestor	Dept	Last Name	First Name	Title Description	Employee Class	Status	Emergency Appt Date	Pay Range
Courts	2806	Yee	Samantha	Clerical Specialist	F	A	10/27/2014	05PM
Courts	2836	Williams	Lynn	Clerical Specialist	F	A	4/15/2013	05PM

Temporary Appointment Report
Finance, Personnel & Audit Committee Meeting
May 14, 2015

Requestor	Dept	Last Name	First Name	Title Code	Title Description	Emp Class	Status	# of Hours in Payroll Period	Temporary Appt Date	Appt Type
DOT-Highway Mtce	5120	Blain	Ricky	32610	Highway Mtce Wkr 1	A	F	80	11/3/2014	TA
DOT-Highway Mtce	5160	Sazama	Rory	32610	Highway Mtce Wkr 1	A	F	80	11/10/2014	TA
DOT-Highway Mtce	5110	Stewart	Demetrius	32610	Highway Mtce Wkr 1	A	F	80	11/10/2014	TA
DOT-Highway Mtce	5140	Treonis	John	32610	Highway Mtce Wkr 1	A	F	80	11/16/2014	TA
DOT-Highway Mtce	5160	VanAacken	Kevin	32610	Highway Mtce Wkr 1	A	F	80	11/24/2014	TA

Temporary Assignment to a Higher Classification (TAHC) Report
Finance, Personnel & Audit Committee Meeting
May 14, 2015

DEPT	FIRST NAME	LAST NAME	CURRENT JOB TITLE	OLD PAY RANGE	NEW PAY RANGE	TAHC JOB TITLE	ORIG START	EXTENDED/NEW DATE	END DATE	TYPE OF EXT	REASON
MCSO	Daniel	Dittberner	Deputy Sheriff	17BZ	22B	Deputy Sheriff Sergeant	8/21/2014	2/17/2015	5/17/2015	*	Incumbent resigned
MCSO	Daniel	Carroll	CO 1	14Z	23CM	CO Lieutenant	3/11/2015		6/7/2015		Incumbent promoted
OEM	Mark	Destefanis	Comm Hwy Dis	15BZ	17	Comm Lead Dispatcher	4/11/2015		6/29/2015		Incumbent FMLA
OEM	Susan	Robinson	Mapping Sys Spec	20	28M	Comm Div Spvr	4/1/2015		6/29/2015		Vacant position
DHHS	Sylvia	Cruz	Clerical Asst 1	03P	15	Quality AssurTech	2/16/2015		5/15/2015		Vacant position
DHHS	Janet	Wegher	Secretary	05P	6PM	Admin Asst	2/16/2015		5/16/2015		Vacant position
DHHS	Danyelle	Brock	HSW-Juv Justi ce	16C	26M	Human Service Supvr	12/15/2014	3/14/2015	6/11/2015	*	Incumbent new position
HR	Maria	Santillan	HR Analyst BL	17JM	30M	HR Coordinator	4/13/2015		7/11/2015		Vacant position
Family Care	Shakita	LaGrant	Coord.-Quality Assurance	27	29M	Prog Coord-Enroll/Eligibility	2/16/2015		5/16/2015		Incumbent on leave
Family Care	Elizabeth	Teske	Service Provider Train Spec	23	27	Contract Service Coord	1/5/2015	4/5/2015	7/3/2015	*	Incumbent Retiring
Airport	Alicia	Arnell	Airport Mtce Wkr Asst	10Z	20M	Facilities Supv	1/15/2015	4/15/2015	7/13/2015	*	Incumbent retired
Zoo	Kara	DeLanty	Zookeeper	15	17A	Zoo Area Supv	3/16/2015		6/13/2015		Incumbent promoted
Parks	Paul	Biersack	Natural Resources Tech	15Z	21	Nat Resources Tech IC	2/23/2015		5/22/2015		Incumbent promoted

*The TAHC has been extended by the Director of DHR. The County Board of Supervisors and the County Executive must approve the second extension to a vacant unclassified position through adoption of a resolution.