

COUNTY OF MILWAUKEE
Department of Human Resources
INTER-OFFICE COMMUNICATION

DATE : March 1, 2018

To : Committee on Personnel

FROM : Kerry Mitchell, Chief Human Resources Officer



SUBJECT : **Informational Report for March 2018**
Personnel 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
- 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 February 12, 2018)

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 March 9, 2018 Personnel Committee Meeting for informational purposes.

Copy: HR Managers

**Personnel Committee Meeting
Compensation Report
March 2018**

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.

REQUESTOR	ORDINANCE	CURRENT	RECOMMENDED	NO. POSITIONS	CURRENT		RECOMMENDED		Civil Service Classification	Comments	Effective Date	%
	TYPE	TITLE	TITLE		PAY RANGE	ANNUAL PAY RATE	PAY RANGE	ANNUAL PAY RATE				
IMSD	Reclassification	IT Security and Continuity Manager	N/A	1	902E	Min \$ 82,139.62	917A	01 \$ 101,687.86	Unclassified	In a pay range previously, received an updated JEQ and determined that the initial pay grade assigned previous to the adoption of ranges is no longer appropriate for the position.	12/17/2017	0.00%
						Mid \$ 101,908.98		02 \$ 106,772.14				
						Max \$ 121,701.01		03 \$ 111,857.90				
								04 \$ 116,941.54				
								05 \$ 122,026.03				
								06 \$ 125,838.49				
								07 \$ 129,827.70				
								08 \$ 132,193.09				
Facilities	Reclassification	Manager Facilities Ops Mtc	Operations and Maintenance Director	1	916E	01 \$ 72,610.60	902E	Min \$ 82,139.62	Classified	Significant duties had been assigned	12/31/2017	0.00%
						02 \$ 76,241.44		Mid \$ 101,908.98				
						03 \$ 79,871.64		Max \$ 121,701.01				
						04 \$ 83,502.27						
						05 \$ 87,133.11						
						06 \$ 89,856.02						
						07 \$ 92,578.73						
						08 \$ 94,394.36						
Facilities	Reclassification	Director Facilities Management	Director Facilities Management	1	903E	Min \$ 103,236.64	919E	01 \$ 103,222.35	Classified	Position is difficult to fill . Requires skill set where higher starting salary is merited .	12/31/2017	0.00%
						Mid \$ 115,649.04		02 \$ 108,384.50				
						Max \$ 126,111.02		03 \$ 113,544.52				
								04 \$ 118,706.46				
								05 \$ 123,866.91				
								06 \$ 127,738.57				
								07 \$ 131,609.17				
								08 \$ 134,189.50				
Comptroller	Reclassification	Coordinator Budget and Mgmt	Financial Services Manager	1	36M	01 \$ 79,794.83	902E	Min \$ 82,139.62	Classified	Significant changes in scope/ responsibilities	12/31/2017	14.39%
						02 \$ 83,463.23		Mid \$ 101,908.98				
						03 \$ 87,072.42		Max \$ 121,701.01				
						04 \$ 90,742.73		\$ 108,000.00				
						05 \$ 94,414.09						
DOT	Reclassification	Airport Operations Coordinator	Airport Security Operators	1	22	01 \$ 47,392.49	15	01 \$ 38,117.22	Classified	Position was better served to help the Security Operators Department. Was agreed upon by both managers and department head.	01/03/2018	0.00%
						02 \$ 49,326.73		02 \$ 39,196.37				
						03 \$ 50,932.73		03 \$ 40,237.75				
						04 \$ 52,608.53		04 \$ 41,468.83				
						05 \$ 54,601.33		05 \$ 42,640.91				
DOT	Reclassification	Accountant 3	Sr Accountant	1	21	01 \$ 45,574.53	28M	01 \$ 57,679.23	Classified	Job duties have changed to include senior level accountant work.	01/14/2018	0.00%
						02 \$ 47,392.49		02 \$ 58,429.49				
						03 \$ 49,326.73		03 \$ 61,210.66				
						04 \$ 50,932.73		04 \$ 63,932.75				
						05 \$ 52,608.53		05 \$ 67,012.61				
DOT	Reclassification	Accountant 4	Sr Accountant	1	25M	01 \$ 51,403.13	28M	01 \$ 57,679.23	Classified	Job duties have changed to include senior level accountant work.	01/14/2018	0.00%
						02 \$ 53,292.60		02 \$ 58,429.49				
						03 \$ 55,181.22		03 \$ 61,210.66				
						04 \$ 57,679.23		04 \$ 63,932.75				
						05 \$ 58,429.50		05 \$ 67,012.61				

RECLASS
DAS FISCAL FORM
2/7/2018

RECLASSIFICATION DAS FISCAL FORM

Department:

Date of Advancement Request:

Date of anticipated advancement:

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	2017 total	Annual Total
EXISTING POSITION(S):															
1	3700	3751		Coordinator Budget and Mgmt	36M	05	1	1.0	45.39	3,631	278	1,070	28	129,450	129,450
2															
3															
SUBTOTAL:														129,450	129,450
RECLASS POSITION(S):															
1	3700	3751		Coordinator Budget and Mgmt	902E	02	1	1.0	51.92	4,154	318	1,145	28	146,015	146,015
2															
3															
SUBTOTAL:														146,015	146,015
TOTAL COST:														16,566	16,566

* Pension Fixed Rate for 2017 = 13.36% of salary (No Impact on Health Insurance of this action)

Based on the attached certification provided by the department there are sufficient funds for the advancement, *however the amount of the raise is not consistent with the 5%-6% guideline.*

COMMENT/NARRATIVE (optional):



Director of Performance, Strategy, and Budget

2/15/18

DATE

Appointments at an Advanced Step of the Pay Range
Personnel Committee Meeting
March 9, 2018

REQUESTOR	ORG UNIT	PREVIOUS CLASSIFICATION	CURRENT CLASSIFICATION	PAY GRADE	# OF STEPS ^	REQUESTED HOURLY RATE	ANNUALIZED SALARY BY STEPS	APPOINTED STEP	APPOINTED DATE	JUSTIFICATION
Currently, there are no "Appointments at an Advanced Step of the Pay Range " to report.										

REVISIONS TO Executive Compensation Plan (ECP) REPORT
Personnel Committee Meeting
March 9, 2018

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

**Dual Employment Report
Personnel Committee Meeting
March 9, 2018**

Organizational Unit	Name	Current Classification	Current Pay Range	Dual Employment	Dual Employment Pay Range
----------------------------	-------------	-------------------------------	--------------------------	------------------------	----------------------------------

Currently, there are no "Dual Employments" to report.

**Emergency Appointment Report
Personnel Committee Meeting
March 9, 2017**

Dept	Last Name	First Name	Title Description	Class	Status	Emergency Appt Date	AppType	Pay Range
-------------	------------------	-------------------	--------------------------	--------------	---------------	----------------------------	----------------	------------------

Currently, there are no "Emergency Appointments" to report.

**Temporary Appointment Report
Personnel Committee Meeting
March 9, 2018**

Requestor	Dept	Last Name	First Name	Title Code	Title Description	Emp Class	Status	# of Hours in Payroll Period	Temporary Appt Date	Appt Type
DAS	1163	Heinrich	Kristian	61010022	Intern Information Tech	I	A	0	1/29/2018	HT
Fleet	5160	Beauchamp	Joyce	32620	Highway Mtce Wkr 2	F	A	40	11/20/2017	HT
Fleet	5160	Bell	Alfred	32620	Highway Mtce Wkr 2	F	A	80	12/4/2017	TA
Fleet	5110	Berg	Anthony	32620	Highway Mtce Wkr 2	F	A	80	11/6/2017	TA
Fleet	5160	Brandt	Charles	32620	Highway Mtce Wkr 2	F	A	80	11/6/2017	TA
Fleet	5110	Carter	Kenneth	32620	Highway Mtce Wkr 2	F	A	80	11/6/2017	TA
Fleet	5140	Davey	Kevin	32620	Highway Mtce Wkr 2	F	A	80	11/6/2017	TA
Fleet	5110	Dixon	Chauncey	32620	Highway Mtce Wkr 2	F	A	80	11/6/2017	TA
Fleet	5110	Franson	Robert	32620	Highway Mtce Wkr 2	F	A	80	11/6/2017	TA
Fleet	5160	Gordon	Hubert	32620	Highway Mtce Wkr 2	F	A	80	12/4/2017	TA
Fleet	5110	Gorgas	Nicholas	32620	Highway Mtce Wkr 2	F	A	80	11/6/2017	TA
Fleet	5110	Harris	Tyrone	32620	Highway Mtce Wkr 2	F	A	80	11/6/2017	TA
Fleet	5140	Jefferson	Kelvin	32620	Highway Mtce Wkr 2	F	A	80	11/6/2017	TA
Fleet	5140	Johnson	Daniel	32620	Highway Mtce Wkr 2	F	A	80	1/16/2018	TA
Fleet	5160	Johnson	Dennis	32620	Highway Mtce Wkr 2	F	A	80	11/6/2017	TA
Fleet	5120	Laack	Jerome	32620	Highway Mtce Wkr 2	F	A	80	11/6/2017	TA
Fleet	5120	Luedtke	Michael	32620	Highway Mtce Wkr 2	F	A	80	11/6/2017	TA
Fleet	5120	Mastrogiovanni	Philip	32620	Highway Mtce Wkr 2	F	A	80	11/20/2017	TA
Fleet	5120	McKay	Dwayne	32620	Highway Mtce Wkr 3	F	A	80	11/6/2017	TA
Fleet	5120	McQuestion	Andrew	32620	Highway Mtce Wkr 4	F	A	80	10/24/2016	TA
Fleet	5120	Ortiz	Thomas	32620	Highway Mtce Wkr 5	F	A	80	11/6/2017	TA
Fleet	5120	Peterson	Timothy	32620	Highway Mtce Wkr 6	F	A	80	11/20/2017	TA
Fleet	5120	Poniewaz	George	32620	Highway Mtce Wkr 7	F	A	80	1/2/2018	TA
Fleet	5120	Richardson	Alonte	32620	Highway Mtce Wkr 8	F	A	80	11/6/2017	TA
Fleet	5120	Sagan	John	32620	Highway Mtce Wkr 9	F	A	80	11/6/2017	TA

**Temporary Appointment Report
Personnel Committee Meeting
March 9, 2018**

Requestor	Dept	Last Name	First Name	Title Code	Title Description	Emp Class	Status	# of Hours in Payroll Period	Temporary Appt Date	Appt Type
Fleet	5120	Simmons	Tyrone	32620	Highway Mtce Wkr 10	F	A	80	11/6/2017	TA
Fleet	5120	Sitarz	Clayton	32620	Highway Mtce Wkr 11	F	A	80	11/6/2017	TA
Fleet	5120	Smith	Todd	32620	Highway Mtce Wkr 12	F	A	80	12/4/2017	TA
Fleet	5120	Sullivan	William	32620	Highway Mtce Wkr 13	F	A	80	11/6/2017	TA
Fleet	5120	Tilque	Brett	32620	Highway Mtce Wkr 14	F	A	80	11/20/2017	TA
Fleet	5120	Toth	Michael	32620	Highway Mtce Wkr 15	F	A	80	11/6/2017	TA
Fleet	5120	Welk	Shawn	32620	Highway Mtce Wkr 16	F	A	80	11/6/2017	TA
Fleet	5120	Wilks	Niketa	32620	Highway Mtce Wkr 17	F	A	80	11/6/2017	TA

Temporary Assignment to a Higher Classification (TAHC) Report
Personnel Committee Meeting
March 9, 2018

<u>Dept</u>	<u>Last Name</u>	<u>First Name</u>	<u>Current Job Description</u>	<u>Old Pay</u> <u>Range</u>	<u>New Pay</u> <u>Range</u>	<u>TAHC Job Description</u>	<u>TAHC Date</u> <u>Begin</u>	<u>Extended /</u> <u>New End Date</u>	<u>TAHC Date</u> <u>End</u>	<u>Reason</u>
Airport	Garcia	Rose Mary	Assistant Facilities Supervisor	14M	20M	Facilities Supervisor	12/18/2017		3/19/2018	Vacant position
Child Support	Hardy	Nickesha	Clerical Assistant II	04Z1	19L	Paralegal	10/9/2017	1/7/2018	3/7/2018	Vacant position
Child Support	Harrington	Mary	Child Support Coordinator	22M	24M	Child Support Supervisor	9/11/2017	12/10/2017	12/9/2017	Incumbent TAHC'ed
Courts	Jackson	Valencia	Clerical Courts Specialist	05P	24M	Operations Supervisor	1/2/2018		4/2/2018	Vacant Position
MCSO	Anagnostopoulos	George	Deputy Sheriff	17BZ	22B	Deputy Sheriff Sgt	5/3/2017	2/1/2018	5/2/2018	Incumbent TAHC'ed
MCSO	D'Amato	Joel	Deputy Sheriff	17BZ	22B	Deputy Sheriff Sgt	9/3/2017	2/1/2018	5/2/2018	Vacant position
MCSO	Krznarich	Michael	Deputy Sheriff	17BZ	22B	Deputy Sheriff Sgt	9/13/2017	12/12/2017	3/12/2018	Incumbent TAHC'ed
MCSO	Mahin	Sean	Deputy Sheriff	17BZ	22B	Deputy Sheriff Sgt	9/3/2017	2/1/2018	5/2/2018	Incumbent TAHC'ed
MCSO	Novotny	James	Deputy Sheriff LT	17BZ	22B	Deputy Sheriff Sgt	9/13/2017	12/12/2017	3/12/2017	Incumbent TAHC'ed
MCSO	Pawlak	Mark	Deputy Sheriff	17BZ	22B	Deputy Sheriff Sgt	5/3/2017	2/1/2018	5/2/2018	Incumbent TAHC'ed
MCSO	Sawczuk	Mary	Deputy Sheriff	17BZ	30M	Deputy Sheriff LT	9/6/2017	12/5/2017	3/5/2018	Vacant position
MCSO	Smoot	Brent	Deputy Sheriff	17BZ	30M	Deputy Sheriff LT	9/6/2017	12/5/2017	3/5/2018	Vacant position
MCSO	Seel	David	Correctional Officer	14Z1	23CM	Correctional Officer LT	1/16/2018		4/14/2018	Vacant position
Parks	Zautke	Elaine	Park Worker Seasonal 4	5102	13Z3	Park Maintenance Worker	12/4/2017		3/10/2018	Vacant position
Parks	Gallam	Stephan	Park Maintenance Worker IC	18Z	22M	Park Unit Coordinator	1/14/2018		4/13/2018	Vacant position
Zoo	DeLeon	Amy	Heritage Farm Attendant	09Z1	15	Zookeeper	9/13/2017	11/26/2017	2/24/2018	Incumbent TAHC'ed
Zoo	Clyde	Victoria	Senior Staff Veterinarian	30M	33M	Senior Staff Veterinarian	1/28/2018		4/18/2018	Vacant position
Zoo	Austin	Robert	Zoo Worker Seasonal 6	5118	7	Custodial Worker 2	11/13/2017	1/22/2018	4/22/2018	Vacant position
Zoo	Warner	Ned	Zookeeper	15	17A	Zoo Area Supervisor	1/18/2018		4/17/2018	Vacant position
Zoo	Carpenter	Bridget	Heritage Farm Attendant	09Z1	15	Zookeeper	1/10/2018		2/25/2018	Incumbent TAHC'ed