



Milwaukee County

Department of Human Resources

INTER-OFFICE COMMUNICATION

Date: December 28, 2023
To: Marcelia Nicholson, Chairwoman, Milwaukee County Board of Supervisors
From: Margo Franklin, Chief Human Resources Officer, Department of Human Resources
Subject: From the Chief Human Resources Officer, Department of Human Resources, providing an informational report regarding: Reclassification of Existing positions (classified and unclassified); Advancements within the Pay Range; Appointments at an Advanced Step of the Pay Range; Revisions to Executive Compensation Plan positions; Dual Employment; Emergency Appointments; Temporary Appointments; and Temporary Assignments to a Higher Classification. (INFORMATIONAL ONLY UNLESS OTHERWISE DIRECTED BY THE COMMITTEE)

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File Type: Informational Report

REQUEST

HR is providing an informational report for the January 2024, Personnel Committee Meeting, Reference File 24-XX (Refence File Number TBD). Attached are a series of informational reports listing various personnel transactions that have been approved for implementation.

POLICY

Table with 2 columns: Statute/Ordinance and Reference Numbers. Includes Wisconsin State Statutes and Milwaukee County Code of General Ordinances.

BACKGROUND

These reports are provided in accordance with the provisions of Chapter 17 of the County General Ordinances and may be included on the upcoming agenda of the Personnel Committee Meeting for informational purposes.

Table with 2 columns: Action Item and Value. Includes Related File No's and Previous Action Date(s).

ALIGNMENT TO STRATEGIC PLAN

Describe how the item aligns to the objectives in the strategic plan:

- 1A: Reflect the full diversity of the County at every level of County government
1B: Create and nurture an inclusive culture across County government
1C: Increase the number of County contracts awarded to minority and women-owned businesses
2A: Determine what, where, and how we deliver services to advance health equity
2B: Break down silos across County government to maximize access to and quality of services offered
2C: Apply a racial equity lens to all decisions
3A: Invest "upstream" to address root causes of health disparities
3B: Enhance the County's fiscal health and sustainability
3C: Dismantle barriers to diverse and inclusive communities

FISCAL EFFECT

Departments work with the Department of Administrative Services' budget analyst to ensure funds are available for these actions.

VIRTUAL MEETING INVITES

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PREPARED BY:

Bridget Morstad, Lead Compensation Analyst, Department of Human Resources

Genaro Baez, Director of Talent Acquisition, HR Operations and Learning & Development,
Department of Human Resources

Dan Laurila, Operating Budget Manager, Department of Administrative Services

APPROVED BY:

Margo Franklin, Chief Human Resources Officer, Department of Human Resources

ATTACHMENTS:

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 December 19, 2023)

cc: Kelly Bablitch, Chief of Staff, Milwaukee County Board of Supervisors
Janelle M. Jensen, Legislative Services Division Manager, Office of the County Clerk
Mary Jo Meyers, Chief of Staff, Milwaukee County Executive's Office
Aaron Hertzberg, Director, Department of Administrative Services
Joe Lamers, Director - Strategy, Performance & Budget
Supervisor Willie Johnson Jr., Chair, Personnel Committee
Personnel Committee Members
Steve Cady, Research & Policy Director, Office of the Comptroller
HR Business Partners
Allyson Smith, Committee Coordinator, Office of the County Clerk

Personnel Committee Meeting Compensation Report January 2024

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.

Index #	Type	Agency Name	Current Title	Recommended Title	# of Positions	Current			Recommended			Classification	Percentage	Effective Date	Comp Reason		
						Current Grade	Min	Max	Current Sal Only	New Grade	Min					Max	New Sal Only
1	Reclassification	Fleet	Lead Mechanic DOT	Supervisor Fleet	1	26	\$60,673.60	\$71,739.20	\$65,644.80	31M	\$71,344.00	\$84,947.20	\$71,344.00	Classified	8.68%	12/10/2023	Reclassing position to align job title with job duties and responsibilities.
2	Reclassification	Fleet	Facilities Grounds Worker I Nm	Fleet Maintenance Worker	1	12Z1	\$39,624.00	\$45,385.60	\$45,385.60	24	\$56,388.80	\$65,644.80	\$58,510.40	Classified	28.92%	12/10/2023	Reclassing position to align job title with job duties and responsibilities.
3	Reclassification	DHHS	Program Supervisor	Program Manager	1	31M	\$71,344.00	\$84,947.20	\$74,776.00	32M	\$74,776.00	\$89,024.00	\$81,275.00	Classified	8.69%	1/7/2024	Reclassing position to align job title with job duties and responsibilities.
4	Reclassification	DAS	Assistant Manager Project Economic Development NM	Project Manager	1	30Z2	\$73,964.80	\$81,556.80	\$75,400.00	33M	\$78,145.60	\$93,121.60	\$84,000.00	Classified	11.41%	2/4/2024	Reclassing position to align job title with job duties and responsibilities.
5	Reclassification	DHHS	Quality Assurance Coordinator - DHHS	Manager Quality Assurance	1	29M	\$65,228.80	\$78,145.60	\$78,145.60	34M	\$81,556.80	\$97,136.00	\$83,000.00	Classified	6.21%	12/24/2023	Reclassing position to align job title with job duties and responsibilities.
6	Reclassification	DHHS	Manager Contract	Director of Contract Sourcing & Execution	1	901E	\$71,947.20	\$105,310.40	\$88,275.20	901E	\$71,947.20	\$105,310.40	\$90,900.00	Classified	2.97%	12/24/2023	Reclassing position to align job title with job duties and responsibilities.
7	Reclassification	OEM	Health Data Analytics Specialist	Data Systems Coordinator	1	26M	\$59,467.20	\$68,307.20	\$61,588.80	28M	\$64,376.00	\$74,776.00	\$66,299.00	Classified	7.65%	1/7/2024	Reclassing position to align job title with job duties and responsibilities.
8	Reclassification	OEM	Quality Assurance Specialist EMS	Coordinator Quality Assurance OEM	1	16C	\$39,457.60	\$63,190.40	\$60,944.00	26	\$60,673.60	\$71,739.20	\$64,453.00	Classified	5.76%	1/7/2024	Reclassing position to align job title with job duties and responsibilities.
9	Reclassification	OEM	Coordinator Quality Assurance OEM	Quality Assurance Lead OEM	1	26	\$60,673.60	\$71,739.20	\$68,515.20	29	\$65,208.00	\$78,124.80	\$71,443.00	Classified	4.27%	1/7/2024	Reclassing position to align job title with job duties and responsibilities.
10	Reclassification	DHHS	Quality Strategy Coordinator	Enterprise Project Manager	1	33M	\$78,145.60	\$93,121.60	\$84,947.00	P015	\$75,524.80	\$109,512.00	\$89,194.56	Classified	5.00%	1/7/2024	Reclassing position to align job title with job duties and responsibilities.
11	Advancement	Fleet	Manager Grounds Facilities	Manager Grounds Facilities	1	33M	\$78,145.60	\$93,121.60	\$89,024.00	33M	\$78,145.60	\$93,121.60	\$93,121.60	Classified	4.60%	12/10/2023	Equity issue being addressed
12	Advancement	District Attorney	Paralegal-Exempt Nm	Paralegal-Exempt Nm	1	NR19	\$44,636.80	\$66,976.00	\$50,024.00	NR19	\$44,636.80	\$66,976.00	\$51,251.20	Classified	2.45%	12/24/2023	Equity issue being addressed
13	Advancement	District Attorney	Paralegal-Exempt Nm	Paralegal-Exempt Nm	1	NR19	\$44,636.80	\$66,976.00	\$50,024.00	NR19	\$44,636.80	\$66,976.00	\$51,251.20	Classified	2.45%	12/24/2023	Equity issue being addressed
14	Advancement	District Attorney	Paralegal-Exempt Nm	Paralegal-Exempt Nm	1	NR19	\$44,636.80	\$66,976.00	\$55,952.00	NR19	\$44,636.80	\$66,976.00	\$58,448.00	Classified	4.46%	12/24/2023	Equity issue being addressed
15	Advancement	Election Commission	Clerk Election	Clerk Election	1	NR12	\$14.28	\$21.41	\$17.13	NR12	\$14.28	\$21.41	\$19.13	Classified	11.68%	2/4/2024	Equity issue being addressed
16	Advancement	District Attorney	Paralegal-Exempt Nm	Paralegal-Exempt Nm	1	NR19	\$44,636.80	\$66,976.00	\$53,560.00	NR19	\$44,636.80	\$66,976.00	\$55,952.00	Classified	4.47%	12/24/2023	Equity issue being addressed
17	Advancement	District Attorney	Secretarial Asst Nm	Secretarial Asst Nm	1	NR17	\$39,728.00	\$59,612.80	\$41,995.20	NR17	\$39,728.00	\$59,612.80	\$43,742.40	Classified	4.16%	12/24/2023	Equity issue being addressed
18	Advancement	District Attorney	Secretarial Asst Nm	Secretarial Asst Nm	1	NR17	\$39,728.00	\$59,612.80	\$41,995.20	NR17	\$39,728.00	\$59,612.80	\$43,742.20	Classified	4.16%	12/24/2023	Equity issue being addressed
19	Advancement	District Attorney	Secretarial Asst Nm	Secretarial Asst Nm	1	NR17	\$39,728.00	\$59,612.80	\$41,995.20	NR17	\$39,728.00	\$59,612.80	\$43,742.40	Classified	4.16%	12/24/2023	Equity issue being addressed
20	Advancement	Election Commission	Clerk Election	Clerk Election	1	NR12	\$14.28	\$21.41	\$15.49	NR12	\$14.28	\$21.41	\$17.49	Classified	12.91%	2/4/2024	Equity issue being addressed
21	Advancement	Election Commission	Clerk Election	Clerk Election	1	NR12	\$14.28	\$21.41	\$15.49	NR12	\$14.28	\$21.41	\$17.49	Classified	12.91%	2/4/2024	Equity issue being addressed
22	Advancement	Election Commission	Clerk Election	Clerk Election	1	NR12	\$14.28	\$21.41	\$17.40	NR12	\$14.28	\$21.41	\$19.13	Classified	9.94%	2/4/2024	Equity issue being addressed
23	Advancement	Election Commission	Clerk Election	Clerk Election	1	NR12	\$14.28	\$21.41	\$15.49	NR12	\$14.28	\$21.41	\$17.49	Classified	12.91%	2/4/2024	Equity issue being addressed

**Personnel Committee Meeting
Compensation Report
January 2024**

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						Current Grade	Min	Max	Current Sal Only	New Grade	Min					Max	New Sal Only
24	Advancement	Election Commission	Clerk Election	Clerk Election	1	NR12	\$14.28	\$21.41	\$16.03	NR12	\$14.28	\$21.41	\$18.03	Classified	12.48%	2/4/2024	Equity issue being addressed
25	Advancement	District Attorney	Assistant Executive	Assistant Executive	1	NR21	\$50,169.60	\$75,254.40	\$65,228.20	NR21	\$50,169.60	\$75,254.40	\$66,788.20	Classified	2.39%	12/24/2023	Equity issue being addressed
26	Advancement	District Attorney	Office Manager	Office Manager	1	NR23	\$56,368.00	\$84,552.00	\$59,467.41	NR23	\$56,368.00	\$84,552.00	\$64,467.41	Classified	8.41%	12/24/2023	Equity issue being addressed
27	Advancement	Airport	Director Finance and Administration	Director Finance and Administration	1	NR32	\$95,222.40	\$142,833.60	\$144,963.00	NR32	\$95,222.40	\$142,833.60	\$147,862.26	Unclassified	2.00%	1/21/2024	Equity issue being addressed
28	Advancement	Airport	Director of Public Affairs and Marketing	Director of Public Affairs and Marketing	1	902E	\$91,187.20	\$135,075.20	\$116,480.00	902E	\$91,187.20	\$135,075.20	\$122,304.00	Unclassified	5.00%	1/21/2024	Equity issue being addressed
29	Advancement	Airport	Director Business Commercial Development	Director Business Commercial Development	1	903E	\$114,566.40	\$139,963.20	\$128,585.60	903E	\$114,566.40	\$139,963.20	\$135,014.88	Unclassified	5.00%	1/21/2024	Equity issue being addressed
30	Advancement	OEM	Instructor EMS	Instructor EMS	1	27N	\$76,689.60	\$90,896.00	\$83,969.60	27N	\$76,689.60	\$90,896.00	\$89,760.00	Classified	6.90%	12/24/2023	Equity issue being addressed
31	Advancement	OEM	Instructor EMS	Instructor EMS	1	27N	\$76,689.60	\$90,896.00	\$87,855.80	27N	\$76,689.60	\$90,896.00	\$92,677.20	Classified	5.49%	12/24/2023	Equity issue being addressed
32	Advancement	OEM	Data Analytics Coordinator	Data Analytics Coordinator	1	30M	\$69,264.00	\$82,596.80	\$74,776.00	30M	\$69,264.00	\$82,596.80	\$79,560.00	Classified	6.40%	12/24/2023	Equity issue being addressed
33	Advancement	OEM	EMT	EMT	1	16	\$43,763.20	\$48,984.00	\$44,907.20	16	\$43,763.20	\$48,984.00	\$48,960.00	Classified	9.02%	12/24/2023	Equity issue being addressed
34	Advancement	OEM	EMT	EMT	1	16	\$43,763.20	\$48,984.00	\$48,280.00	16	\$43,763.20	\$48,984.00	\$49,980.00	Classified	3.52%	12/24/2023	Equity issue being addressed
35	Advancement	OEM	Director Radio Services	Director Radio Services	1	38M	\$96,678.40	\$116,979.20	\$96,678.40	38M	\$96,678.40	\$116,979.20	\$103,769.40	Classified	7.33%	12/24/2023	Equity issue being addressed
36	Advancement	Sheriff	Public Safety Fiscal Administrative	Public Safety Fiscal Administrative	1	917E	\$91,665.60	\$119,142.40	\$113,401.60	917E	\$91,665.60	\$119,142.40	\$121,453.00	Classified	7.10%	2/4/2024	Equity issue being addressed
37	Advancement	Sheriff	Sr Assistant Executive-	Sr Assistant Executive-	1	NR23	\$56,368.00	\$84,552.00	\$68,307.20	NR23	\$56,368.00	\$84,552.00	\$76,641.00	Classified	12.20%	2/4/2024	Equity issue being addressed
38	Advancement	DAS	Sr Assistant Executive-	Sr Assistant Executive-	1	NR23	\$56,368.00	\$84,552.00	\$65,228.80	NR23	\$56,368.00	\$84,552.00	\$69,368.00	Classified	6.35%	12/24/2023	Equity issue being addressed
39	Advancement	OEM	Coordinator Emergency Management	Coordinator Emergency Management	1	28M	\$64,376.00	\$74,776.00	\$65,228.80	28M	\$64,376.00	\$74,776.00	\$70,500.00	Classified	8.08%	1/7/2024	Equity issue being addressed

Appointments at an Advanced Step of the Pay Range

Personnel Committee Report

Jan-24

INDEX	REASON	REQUESTOR	CURRENT CLASSIFICATION	PAY GRADE	Min	Max	Rate	APPOINTMENT DATE	JUSTIFICATION
1	New Hire	CRC	Fiscal Assistant II Nm	04Z1	\$16.96	\$21.62	\$19.00	11/13/2023	Training and experience exceed the minimum qualifications for this position.
2	New Hire	DAS	Facilities Grounds Worker I Nm	12Z1	\$19.05	\$21.82	\$20.25	11/13/2023	Training and experience exceed the minimum qualifications for this position.
3	New Hire	DHHS	ADRC Professional	16Z4	\$22.12	\$30.38	\$26.00	11/13/2023	Training and experience exceed the minimum qualifications for this position.
4	New Hire	CRC	Fiscal Assistant II Nm	NR15	\$17.00	\$25.50	\$19.00	11/13/2023	Training and experience exceed the minimum qualifications for this position.
5	New Hire	DHHS	Office Support Assistant II Nm	02Z1	\$17.97	\$19.04	\$18.00	11/27/2023	Training and experience exceed the minimum qualifications for this position.
6	New Hire	Courts	Specialist Clerical Courts	05P	\$18.16	\$23.28	\$19.45	11/27/2023	Training and experience exceed the minimum qualifications for this position.
7	New Hire	DHHS	Human Service Worker Nm	16Z4	\$22.12	\$30.38	\$23.25	11/27/2023	Training and experience exceed the minimum qualifications for this position.
8	New Hire	Corp Counsel	Assistant Corp Counsel	34Z	\$25.66	\$62.43	\$35.92	11/27/2023	Training and experience exceed the minimum qualifications for this position.

**REVISIONS TO Executive Compensation Plan (ECP) REPORT
Personnel Committee Meeting
January 2024**

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

**Dual Employments
Personnel Committee Meeting
January 2024**

Dept	Last Name	First Name	Current Classification	Current Pay Range	Dual Employment	Dual Employment Pay Range
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Currently, there are no "Dual Appointments" to report.

**Emergency Appointment Report
Personnel Committee Meeting
January 2024**

Dept	Last Name	First Name	Title Description	Class	Status	Emergency Appt Date	AppType	Pay Range
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Currently, there are no "Emergency Appointments" to report.

**Temporary Appointment Report
Personnel Committee Meeting
January 2024**

Requestor	Dept	Last/First Name	Title Code	Title Description	Emp Class	Status	# of Hours in Payroll Period	Temporary Appt Date	Appt Type
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Currently, there are no "Temporary Appointments" to report.

**Temporary Assignment to a Higher Classification (TAHC) Report
Personnel Committee Meeting
January 2024**

<u>Department</u>	<u>Department Name</u>	<u>Last Name</u>	<u>First Name</u>	<u>Current Job Description</u>	<u>Old Pay Range</u>	<u>New Pay Range</u>	<u>TAHC Job Description</u>	<u>TAHC Date Begin</u>	<u>TAHC End Date</u>	<u>Reason</u>
5702	5702 Maintenance Operations	Dale	Charles	Electrician	5408	5412	Electrician Supervisor	10/2/2023	12/2/2023	TAHC Assignment
5740	5740 Arch/Eng Svcs	Wheeler	Gwyn	Project Manager Architect	34A	38M	Principal Project Manager	10/15/2023	12/2/2023	TAHC Assignment
1091	1091 Office of Equity	Phillips	M.Paula	Director of Equity Operations	902E	903E	Chief Equity Officer	10/7/2023	12/3/2023	TAHC Assignment
5140	5140 Patrol Section 4	Stachowiak	Timothy	Highway Maintenance Worker III	240E	28M	Assistant Highway Maintenance Supervisor	10/15/2023	12/24/2023	TAHC Assignment
8523	8523 Shelter Plus Care	Jefferson	Aricka	Lead Community Intervention Specialist	27	33M	Housing Program Manager	11/25/2023	12/31/2023	TAHC Assignment
9036	9036 Golf Administration	Ness	Jonah	Parks Maintenance Worker	17Z1	18Z	Park Maintenance Worker II In-Charge	10/18/2023	1/4/2024	TAHC Assignment
1143	1143 Employment Relations	Zaug	Sarah	Manager Human Resources	35M	903E	Director Employee Relations-	11/1/2023	1/9/2024	TAHC Assignment
9517	9517 Birds	Blattner	Linsey	Zoo Worker III Seasonal	5115	15	ZooKeeper Seasonal	10/27/2023	1/9/2024	TAHC Assignment
6315	6315 Contract Admin	Carlos	Cindy	Office Support Assistant II Nm	NR12	NR17	Contract Management Assistant	10/16/2023	1/16/2024	TAHC Assignment
5300	5300 Fleet Management	Lengyel	James	Mechanic Fleet	24	26	Lead Mechanic DOT	11/12/2023	1/20/2024	TAHC Assignment
5051	5051 GMIA - Mtce - General	Cortez	Reynaldo	Assistant Facilities Supervisor	14M	20M	Facilities Supervisor	10/23/2023	1/21/2024	TAHC Assignment
5702	5702 Maintenance Operations	Delgado	Steven	Project Manager Facilities	36M	902E	Director Operations and Maintenance	11/20/2023	1/27/2024	TAHC Assignment
9010	9010 Administration	Villoth	Saji	Assistant Contracts Officer	23M	30M	Contract Services Officer	11/20/2023	1/30/2024	TAHC Assignment
9125	9125 North Region Adm	Davis	Atif	Parks Maintenance Worker	17Z1	20	Park Maint Worker 2 IC	11/1/2023	2/1/2024	TAHC Assignment
1156	1156 Fiscal Affairs Admin	Castillo	Tracy	Associate Accountant	NR17	NR23	Analyst Fiscal And Budget	11/24/2023	2/6/2024	TAHC Assignment
9176	9176 Horticultural Operations	Deter	Rose	Horticulturist I Seasonal	15P	16C	Horticulturist Parks	12/6/2023	2/6/2024	TAHC Assignment
2811	2811 Administration	Newton	Beatrice	Specialist Clerical Courts	NR14	05P	Assistant Purchasing-	12/16/2023	2/25/2024	TAHC Assignment
2836	2836 Misdemeanor/Traf-Clk Crts	Hortman	Chara	Assistant Accounting	NR15	NR20	Accountant	12/16/2023	2/25/2024	TAHC Assignment
4900	4900 Medical Examiner	Wallace	Greg	Lead Forensic Toxicologist	NR28	NR35	Forensic Toxicology Lab Director	11/27/2023	2/27/2024	TAHC Assignment
1176	1176 Personal Computer	Bailen	Timothy	IT Lead Identity Access Management	24D	917E	IT Manager -Service Desk	12/23/2023	3/9/2024	TAHC Assignment
9511	9511 Admin(Animal Mgt&Health)	Williams	Kari	Coordinator Conservation Research Sustain	27M	902E	Director Animal Management Health	9/11/2023	3/9/2024	TAHC Assignment
5300	5300 Fleet Management	Nemitz	Craig	Mechanic Fleet	24	26	Lead Mechanic DOT	11/12/2023		TAHC Assignment
9167	9167 Aquatics	Elko	Benjamin	Youth Commissioner	55YC	5123	Lifeguard Seasonal	6/26/2023	12/19/2023	Begin Dual Employment