

**COUNTY OF MILWAUKEE**  
**Department of Human Resources**  
INTER-OFFICE COMMUNICATION

**DATE** : August 30, 2012  
**TO** : Committee on Finance, Personnel & Audit  
**FROM** : Kerry J. Mitchell, Director of Human Resources  
**SUBJECT** : **Informational Report for 09/20/2012**  
**Finance, Personnel & Audit Committee Meeting**

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

These reports (*reclassifications, advancements within the pay range, reallocations, and revisions to ECP*) are provided in accordance with the provisions of Chapter 17 and may be included on the agenda of the September 20, 2012 Finance, Personnel & Audit Committee Meeting for informational purposes.

In the event the Finance, Personnel & Audit Committee takes no action, the transactions noted on the reports will be implemented.

KJM:jam

Copy: HR Managers

Personnel Committee Meeting Date: September 20, 2012

Revised: August 31, 2012

Reclassification Report

In accordance with the provisions of 17.05 of the Milwaukee County General Ordinances, the Director of Human Resources intends to reclassify the position noted below. The Department of Administration has verified that funds are available within the adopted budget to cover the cost associated with this action.

Requestor	Org	Position	Current Classification (Title)	Current Pay range	Proposed Classification Title)	Proposed Pay range	Current Year Impact	Annual Year Impact	Rate Steps	Pay Grade Rates	Annual Salary	Total Salary & Active Pension & Social Security	Reason
DHHS	8911	45	Clerical Assistant 2	04P	Clerical Specialist (CCC DE)	05P			01	\$15.3295	\$31,885.36	\$39,028	Change In Duties
									02	\$15.8704	\$33,010.43		
									03	\$16.4116	\$34,136.13		
									04	\$16.9525	\$35,261.20		
									05	\$17.4938	\$36,387.10		
									06	\$18.0346	\$37,511.97		
									07	\$18.5756	\$38,637.25		
									08	\$19.1167	\$39,762.74		
									09	\$19.6575	\$40,887.60		
DHHS	8213	4041	Fiscal Assistant II	04P	Accountant II	17			01	\$18.2252	\$37,908.42	\$47,820	Change In Duties
									02	\$18.7830	\$39,068.64		
									03	\$19.3138	\$40,172.70		
									04	\$19.8730	\$41,335.84		
									05	\$20.6426	\$42,936.61		
DAS	1151	12220	Fiscal Mgmt Analyst 3	33JM	Fiscal & Perf Mgmt Coordinator	38M			01	\$39.4385	\$82,032.08	\$122,887	Change In Duties
									02	\$41.1010	\$85,490.08		
									03	\$42.7638	\$88,948.70		
									04	\$44.9601	\$93,517.01		
									05	\$47.7234	\$99,264.67		
DAS	1151	12220	Fiscal Mgmt Analyst 3	33JM	Fiscal & Strat Asset Coordinator	38M			01	\$39.4385	\$82,032.08	\$122,887	Change In Duties
									02	\$41.1010	\$85,490.08		
									03	\$42.7638	\$88,948.70		
									04	\$44.9601	\$93,517.01		
									05	\$47.7234	\$99,264.67		
DAS	1151	12220	Fiscal Mgmt Analyst 3	33JM	Fiscal & Strat Plan Coordinator	38M			01	\$39.4385	\$82,032.08	\$122,887	Change In Duties
									02	\$41.1010	\$85,490.08		
									03	\$42.7638	\$88,948.70		
									04	\$44.9601	\$93,517.01		
									05	\$47.7234	\$99,264.67		
COMPENSATION	1142	72	Admin Spec - Human Res NR		Compensation Specialist		\$0	\$0	-	-	-	-	Retitle
COUNTY EXEC	1011	80002	Adm Sec Ex Ass to COE		Director of Communicaitons		\$0	\$0	-	-	-	-	Retitle
COUNTY EXEC	1011	84794	Adm Sec Dir of Communic		Director of Legislative Affairs		\$0	\$0	-	-	-	-	Retitle

RECLASS  
DAS FISCAL FORM  
8/20/2012

**RECLASSIFICATION DAS FISCAL FORM**

Department: Department of Health and Human Services

Date of Reclass Request: 8/10/2012

Date of anticipated reclasses: September 27, 2012


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	2012 total	Annual Total
EXISTING POSITION(S)*:															
1	8000	8911	00045	Clerical Assistant 2	04P	01	1	1.0	14.23	1,138	87	168	6	8,359	36,223
													SUBTOTAL:	8,359	36,223
RECLASS POSITION(S)*:															
1	8000	8911	TBD	Clerical Specialist (CCC DE)	05P	01	1	1.0	15.33	1,226	94	181	6	9,006	39,028
													SUBTOTAL:	9,006	39,028
													<b>TOTAL COST:</b>	<b>647</b>	<b>2,805</b>

\* Pension Fixed Rate for 2012 = 14.75% of salary (No impact on Health Insurance of this action)

DOES THE DEPARTMENT HAVE SUFFICIENT FUNDS FOR THE RECLASS: Yes

DOES DAS APPROVE THE ABOVE MENTIONED RECLASSIFICATIONS? Yes

**COMMENT/NARRATIVE (optional):** Based on the second quarter report, the Department of Health and Human Services including the Behavioral Health Division, is projecting an overall deficit of \$419,544. However, the department currently has sufficient funds to cover the fiscal impact of the requested position.

  
FISCAL AND BUDGET ADMINISTRATOR

 DATE

RECLASS  
DAS FISCAL FORM  
8/28/2012

RECLASSIFICATION DAS FISCAL FORM

Department: Department of Health and Human Services

Date of Reclass Request: August 21, 2012

Date of anticipated reclasses: September 27, 2012

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	2012 total	Annual Total	
																SUBTOTAL:
EXISTING POSITION(S)*:																
1	8000	8213	00004041	Fiscal Assistant II	04P	09	1	1.0	18.25	1,460	112	215	5	8,933	46,451	
2														0	0	
													SUBTOTAL:		8,933	46,451
RECLASS POSITION(S)*:																
1	8000	8213	00004200	Accountant II	17	02	1	1.0	18.78	1,503	115	222	5	9,196	47,820	
2														0	0	
													SUBTOTAL:		9,196	47,820
													TOTAL COST:		263	1,369

\* Pension Fixed Rate for 2012 = 14.75% of salary (No impact on Health Insurance of this action)

DOES THE DEPARTMENT HAVE SUFFICIENT FUNDS FOR THE RECLASS:

Yes

DOES DAS APPROVE THE ABOVE MENTIONED RECLASSIFICATIONS?

Yes

COMMENT/NARRATIVE (optional): Based on the second quarter report, the Department of Health and Human Services including the Behavioral Health Division, is projecting an overall deficit of \$419,544. However, the department currently has sufficient funds to cover the fiscal impact of the requested position.

  
FISCAL AND BUDGET ADMINISTRATOR

8/30/12  
DATE

RECLASS  
DAS FISCAL FORM  
9/4/2012

**RECLASSIFICATION DAS FISCAL FORM**

Department: DAS - Fiscal Affairs  
 Date of Reclass Request: 8/31/2012  
 Date of anticipated reclasses: 9/20/2012


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	2012 total	Annual Total		
EXISTING POSITION(S)*:																	
1	1151	1157	12220	Fiscal & Management Analyst III	33JM	8	3	3.0	37.8038	3,024	231	985	6.5	82,695	330,778		
														SUBTOTAL:	82,695	330,778	
RECLASS POSITION(S)*:																	
1	1151	1157	TBD	Fiscal & Performance Mmgmt Coord	38M	3	1	1.0	42.76	3,421	262	1,044	6.5	30,722	122,887		
2	1151	1157	TBD	Fiscal & Strategic Asset Coord	38M	3	1	1.0	42.76	3,421	262	1,044	6.5	30,722	122,887		
3	1151	1157	TBD	Fiscal & Strategic Planning Coord	38M	3	1	1.0	42.76	3,421	262	1,044	6.5	30,722	122,887		
														SUBTOTAL:	92,165	368,662	
														<b>TOTAL COST:</b>		<b>9,471</b>	<b>37,883</b>

\* Pension Fixed Rate for 2012 = 14.75% of salary

DOES THE DEPARTMENT HAVE SUFFICIENT FUNDS FOR THE RECLASS: Yes

DOES DAS APPROVE THE ABOVE MENTIONED RECLASSIFICATIONS? Yes

COMMENT/NARRATIVE (optional): Reorganization in office requiring additional responsibilities.

  
 FISCAL & BUDGET ADMINISTRATOR

9/4/11  
 DATE

REALLOCATION  
DAS FISCAL FORM  
8/31/2012

REALLOCATION DAS FISCAL FORM

Department: County Executive  
Date of Reallocation Request:  
Date of anticipated reallocation: 9/30/2012

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	2012 total	Annual Total
EXISTING POSITION(S)*:															
1	1011	1011	80100	ExDir2 - Strategic Planning	902E	-	1	1.0	37.20	2,976	228	978	6.5	27,181	108,722
													SUBTOTAL:	27,181	108,722
REALLOCATED POSITION(S)*:															
1	1011	1011	80100	ExDir2 - Strategic Planning	901E	-	1	1.0	29.21	2,337	179	884	6.5	22,095	88,380
													SUBTOTAL:	22,095	88,380
													<b>TOTAL COST:</b>	<b>(5,085)</b>	<b>(20,342)</b>


\* Pension Fixed Rate for 2012 = 14.75% of salary (No impact on Health Insurance of this action)


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DOES THE DEPARTMENT HAVE SUFFICIENT FUNDS FOR THE RECLASS: Yes

DOES DAS APPROVE THE ABOVE MENTIONED RECLASSIFICATIONS? Yes

COMMENT/NARRATIVE (optional): PhD requirement no longer applicable.

  
FISCAL AND BUDGET ADMINISTRATOR

  
DATE

**ADVANCEMENT WITHIN THE PAY RANGE REPORT**  
**Finance, Personnel & Audit Committee: September 2012**

In accordance with the provisions of 17.10 of the County General Ordinances, the Director of Human Resources intends to approve the advancement within the pay range for the positions noted below. The Department of Administration has verified that funds are available within the adopted budget to cover the cost associated with these actions.

<u>REQUESTOR</u>	<u>DEPT ORG UNIT</u>	<u>TITLE CODE NO POS</u>	<u>CURRENT CLASSIFICATION REQUESTED STEP CHANGE</u>	<u>PAY RANGE</u>	<u>CURR YEAR</u>	<u>SUB YEAR</u>	<u>RATE STEPS</u>	<u>PAYGRADE RATES</u>	<u>REASON</u>
							01	\$ 86.9606	
							02	\$ 90.0043	
							03	\$ 93.1544	
BHD	6300	00050856000002	BH Medical Program Director - CATC	45PM	\$180,878	\$193,761	04	\$ 96.4149	Equity and Market
							05	\$ 99.7894	
							06	\$ 103.2819	
							07	\$ 106.8968	
					Total:	\$180,878	\$193,761		

Reallocation Report  
 Finance, Personnel & Audit Committee Meeting  
 September 20, 2012

In accordance with the provisions of 17.055 of the County General Ordinances, the Director of Human Resources intends to reallocate the positions noted below.  
 The Department of Administration has verified that funds are available within the adopted budget.

DEPT	DEPT ORG	TITLE CODE	AUT POS	FILLED POS	CURRENT CLASSIFICATION	CURRENT PAY RANGE	STEPS	*CURRENT PAY RATE	RECOMMENDED PAY RANGE	STEPS	RECOMMENDED PAY RATE	PAY STEP	NEW PAY RATE	CURR YEAR DIFF	SUB YEAR DIFF	MAX YEAR DIFF	REASON
Sheriff	4000	50851	1	0	Medical Director	46XM	01	\$ 76,8786	46PM	01	\$ 91,3078	01	\$0	\$0	\$0	\$0	RECRUITMENT
							02	\$ 79,5694		02	\$ 94,5035						
							03	\$ 82,3542		03	\$ 97,8112						
							04	\$ 85,2367		04	\$ 101,2346						
							05	\$ 88,2200		05	\$ 104,7778						
							06	\$ 91,3078		06	\$ 108,4450						
							07	\$ 94,5034		07	\$ 112,2404						
Sheriff	4000	50848	1	0	Medical Director - MH	46XM	01	\$ 76,8786	46PM	01	\$ 91,3078	01	\$0	\$0	\$0	\$0	RECRUITMENT
							02	\$ 79,5694		02	\$ 94,5035						
							03	\$ 82,3542		03	\$ 97,8112						
							04	\$ 85,2367		04	\$ 101,2346						
							05	\$ 88,2200		05	\$ 104,7778						
							06	\$ 91,3078		06	\$ 108,4450						
							07	\$ 94,5034		07	\$ 112,2404						
County Executive	1011	80100	1	0	Strategic Planning	902E	Min	\$ 37,2000	901E	Min	\$ 29,2100	01	\$0	\$0	\$0	\$0	PHD REQUIREMENT NO LONGER APPLICABLE/ RECRUITMENT
							Mid	\$ 46,1600		Mid	\$ 35,9800						
							Max	\$ 55,1200		Max	\$ 42,7600						



REALLOCATION  
DAS FISCAL FORM  
8/31/2012

REALLOCATION DAS FISCAL FORM

Department: Office of the Sheriff  
 Date of Reclass Request: 8/31/2012  
 Date of anticipated reclasses: 9/20/2012


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	2012 total	Annual Total
EXISTING POSITION(S)*:															
1	4000	4039	50851	Medical Director	46XM	1	1	1.0	76.8786	6,150	470	1,446	6.5	52,435	209,741
2	4000	4041	50848	Medical Director - Mental Health	46XM	1	1	1.0	76.8786	6,150	470	1,446	6.5	52,435	209,741
3														0	0
4														0	0
													SUBTOTAL:	104,870	419,482
RECLASS POSITION(S)*:															
1	4000	4039	50851	Medical Director	46PM	1	1	1.0	91.3078	7,305	559	1,616	6.5	61,619	246,476
2	4000	4041	50848	Medical Director - Mental Health	46PM	1	1	1.0	91.3078	7,305	559	1,616	6.5	61,619	246,476
3														0	0
4														0	0
													SUBTOTAL:	123,238	492,953
													<b>TOTAL COST:</b>	<b>18,368</b>	<b>73,471</b>

\* Pension Fixed Rate for 2012 = 14.75% of salary

DOES THE DEPARTMENT HAVE SUFFICIENT FUNDS FOR THE RECLASS: Yes

DOES DAS APPROVE THE ABOVE MENTIONED RECLASSIFICATIONS? Yes

COMMENT/NARRATIVE (optional): Both positions have additional and higher level responsibilities.

  
 FISCAL AND BUDGET ADMINISTRATOR

8/31/12  
 DATE

REVISIONS TO ECP REPORT  
Finance, Personnel & Audit Committee Meeting  
September 20, 2012

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