

COUNTY OF MILWAUKEE
Department of Human Resources
INTER-OFFICE COMMUNICATION

DATE : March 9, 2012
TO : Committee on Personnel
FROM : Kerry J. Mitchell, Director of Human Resources
SUBJECT : **Informational Report for 03/09/2012**
Personnel 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 March 9, 2012 Personnel Committee Meeting for informational purposes.

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

KJM:rly

Copy: HR Managers

Personnel Committee Meeting Date: March 9, 2012

Amended 02-24-2012

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 (Top Step)	Annual Year Impact	Rate Steps	Pay Grade Rates	Annual Salary	Reason
DAS	1182	80088	ExDir1Deputy Controller	902E	ExDir1Deputy Comptroller	902E	\$0	\$0	1	\$37.20	\$77,376.00	Retitle
									2	\$46.16	\$96,012.00	
									3	\$55.12	\$114,649.00	
Family Care	7990	45110	Nursing Program Coordinator	29MN	Nursing Program Corodinator Family Care	29MN	\$0	\$0	1	\$30.91	\$64,295.71	Retitle
									2	\$32.26	\$67,091.02	
									3	\$33.60	\$69,886.54	
									4	\$34.94	\$72,681.55	
									5	\$36.29	\$75,476.75	
									6	\$37.63	\$78,272.27	
									7	\$39.13	\$81,400.18	
									8	\$40.70	\$84,643.43	
BHD	6300	56722	Info & Outreach Coordinator	23	Community Relations Coordinator	33M	\$16,442	\$22,500	1	\$31.72	\$81,525.00	
Total							\$16,442	\$22,500				

RECLASS
DAS FISCAL FORM
2/24/2012

RECLASSIFICATION DAS FISCAL FORM
 Department: Behavioral Health Division
 Date of Reclass Request: February 17, 2012
 Date of anticipated reclasses: March 15, 2012

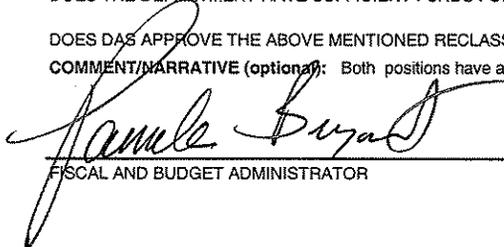
Item	Org Unit	Low Org	Title Code	Position Name	Pay Range	Step	No. of Positions	FTEs	Hrly Rate	Biweekly Salary	Social Security	Fringe Benefits**	Pay Periods Remaining	2012 total	Annual Total
EXISTING POSITION(S)*:															
1	6300	6312	00056722	Info & Outreach Coordinator	23	1	1	1.0	22.96	1,837	141	292	19	43,133	59,024
2														0	0
													SUBTOTAL:	43,133	59,024
RECLASS POSITION(S)*:															
1	6300	6312	TBD	Community Relations Coordinator	33M	1	1	1.0	31.72	2,537	194	404	19	59,576	81,525
2														0	0
													SUBTOTAL:	59,576	81,525
													TOTAL COST:	16,442	22,500

* Pension Fixed Rate for 2012 = 15.92% 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): Both positions have additional and higher level responsibilities.



 FISCAL AND BUDGET ADMINISTRATOR



 DATE

Personnel Committee Date:

March 9, 2012

ADVANCEMENT WITHIN THE PAY RANGE REPORT

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	\$ 37.2072	
							02	\$ 39.0677	
							03	\$ 40.9276	
							04	\$ 42.7880	
Clerk of Courts	2000	00082000	Chief Deputy Clerk of Circuit Court from step 6 to step 8	917E	\$4,005	\$5,226	05	\$ 44.6485	Retention of Incumbent
							06	\$ 46.0441	
							07	\$ 47.4390	
							08	\$ 48.3693	

Total: \$4,005 \$5,226

March 9, 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	PAY RATE	RECOMMENDED PAY RANGE	STEPS	PAY RATE	PAY STEP	NEW PAY RATE	CURR YEAR DIFF	SUB YEAR DIFF	MAX YEAR DIFF	REASON
5040	5051	00019580	1	none	Airport Maintenance Assistant Superintendent	27M	1	\$ 24.7463	31M	1	\$ 30.4198	NA	NA	\$0	\$14,052	\$14,052	MARKET EQUITY AND SALARY COMPRESSION
							2	\$ 25.8665		2	\$ 31.8854						
							3	\$ 26.2029		3	\$ 33.3201						
							4	\$ 27.4501		4	\$ 34.7843						
							5	\$ 28.6709		5	\$ 34.1400						
5040	5051	00019570	1	1	Maintenance Supervisor Airport	25M	1	\$ 23.0520	28M	1	\$ 25.8665	STEP 5	\$30,5021	\$8,500	\$11,052	\$11,052	MARKET EQUITY AND SALARY COMPRESSION
							2	\$ 23.8993		2	\$ 26.2029						
							3	\$ 24.7463		3	\$ 27.4501						
							4	\$ 25.8665		4	\$ 28.6709						
							5	\$ 26.2029		5	\$ 30,5021						
5040	5051	00019560	4	4	Assistant Airport Maintenance Supervisor	23M	1	\$ 21.6891	26M	1	\$ 23.8993	STEP 5	\$27,4501	\$20,284*	\$26,368**	\$26,368**	MARKET EQUITY AND SALARY COMPRESSION
							2	\$ 22.3953		2	\$ 24.7463						
							3	\$ 23.1321		3	\$ 25.8665						
							4	\$ 24.0086		4	\$ 26.2029						
							5	\$ 24.8854		5	\$ 27.4501						
TOTALS**														\$8,500.00	\$25,104.00	\$25,104.00	

> Bold denotes the current step and request step for incumbent in the position

* This figure is the difference (\$ 5,071) multiplied by four (4)

** This figure is the difference (\$ 6,592) multiplied by four (4)

REALLOCATION
DAS FISCAL FORM
2/23/2012

REALLOCATION DAS FISCAL FORM

Department: Airport
Date of Reclass Request: February 22, 2012
Date of anticipated reclasses: March 15, 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
POSITION(S)*:															
1	5040	5051	00019580	Airport Maint Asst Superinten	27m	3	1	1.0	27.80	2,224	170	354	26	71,453	71,453
2	5040	5051	00019570	Maintenance Supv Airport	25m	5	1	1.0	26.20	2,096	160	334	26	67,341	67,341
3	5040	5051	00019560	Asst Airport Maint Supv	23m	5	4	4.0	24.88	1,990	152	317	26	255,792	255,792
													SUBTOTAL:	138,794	394,586
REALLOCATED POSITION(S)*:															
1	5040	5051	00019580	Airport Maint Asst Superinten	31m	2	1	1.0	31.88	2,550	195	406	26	81,940	81,940
2	5040	5051	00019570	Maintenance Supv Airport	28m	5	1	1.0	30.5	2,440	187	388	26	78,393	78,393
3	5040	5051	00019560	Asst Airport Maint Supv	26m	5	4	4.0	27.45	2,196	168	350	26	282,214	282,214
													SUBTOTAL:	160,333	442,547
													TOTAL COST:	21,539	47,961

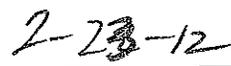
* Pension Fixed Rate for 2012 = 15.92% of salary (No impact on Health Insurance of this action)

DOES THE DEPARTMENT HAVE SUFFICIENT FUNDS FOR THE REALLOCATION: Yes

DOES DAS APPROVE THE ABOVE MENTIONED REALLOCATIONS? Yes

COMMENT/NARRATIVE (optional):


FISCAL AND BUDGET ADMINISTRATOR


DATE

REVISIONS TO ECP REPORT
Personnel Committee Meeting
March 9, 2012

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