

COUNTY OF MILWAUKEE
Department of Human Resources
INTER-OFFICE COMMUNICATION

DATE : September 29, 2017

To : Committee on Personnel

FROM : Kerry Mitchell, Chief Human Resources Officer 

SUBJECT : **Informational Report for October 2017
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
- 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 September 22, 2017)

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 October 20, 2017 Personnel Committee Meeting for informational purposes.

Copy: HR Managers

**Personnel Committee Meeting
Compensation Report
October 2017**

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 / JOB CODE & POSITION #	RECOMMENDED TITLE / JOB CODE & POSITION #	NO. POSITIONS	CURRENT		RECOMMENDED		Comments	Effective Date	Percentage		
						PAY RANGE	ANNUAL PAY RATE	PAY RANGE	ANNUAL PAY RATE					
1140/1144	HR	Reclassification	Lead Asst Compensation/HRIS 00005787000001	Employment Assistant 00000119000003	1	07PM	01	\$ 39,316.89	06PM	01	\$ 35,995.20	Significant changes in scope/responsibilities. No incumbent.	08/03/2017	0.00%
							02	\$ 40,704.98		02	\$ 37,265.31			
							03	\$ 42,092.43		03	\$ 38,536.06			
							04	\$ 43,480.09		04	\$ 39,806.18			
							05	\$ 44,867.54		05	\$ 41,076.72			
							06	\$ 46,255.41		06	\$ 42,346.83			
							07	\$ 47,642.86		07	\$ 43,617.79			
							08	\$ 49,030.31		08	\$ 44,888.12			
							09	\$ 50,418.40		09	\$ 46,158.02			
							1140/1149	HR		Reclassification	Clerical Specialist HR 00000032000003			
02	\$ 34,355.04	02	\$ 44,684.85											
03	\$ 35,526.49	03	\$ 46,467.81											
04	\$ 36,697.52	04	\$ 48,364.07											
05	\$ 37,869.39	05	\$ 49,938.87											
06	\$ 39,039.57													
07	\$ 40,211.23													
08	\$ 41,382.05													
09	\$ 42,553.28													
2000/2851	Courts	Reclassification	Clerical Specialist 00012861000007	Administrative Assistant 00001001	1	05P			01			\$ 33,844.32	06P	01
							02	\$ 35,038.69	02	\$ 38,006.46				
							03	\$ 36,233.69	03	\$ 39,302.89				
							04	\$ 37,427.84	04	\$ 40,598.46				
							05	\$ 38,622.85	05	\$ 41,893.83				
							06	\$ 39,816.79	06	\$ 43,189.61				
							07	\$ 41,010.94	07	\$ 44,485.19				
							08	\$ 42,205.94	08	\$ 45,781.40				
							09	\$ 43,399.89	09	\$ 47,076.77				
							3270/3270	County Clerk	Reclassification	Assistant Information Coordinator 00084766000001	Committee Coordinator 21007006000003	1		22M
02	\$ 48,364.07	02	\$ 49,938.87											
03	\$ 49,938.87	03	\$ 51,582.00											
04	\$ 51,582.00	04	\$ 53,536.19											
05	\$ 53,536.19	05	\$ 55,491.43											
4800/4801	OEM	Reclassification	911 Manager 00054841000001	911 Director TBD	1	31	01	\$ 67,160.95	917E	01	\$ 82,146.01	Significant changes in job duties. No incumbent.	09/17/2017	0.00%
							02	\$ 70,396.50		02	\$ 86,253.62			
							03	\$ 73,564.14		03	\$ 90,359.95			
							04	\$ 76,796.93		04	\$ 94,467.35			
							05	\$ 79,972.00		05	\$ 98,574.96			
4800/4802	OEM	Reclassification	Asst. Dir Emerg Mgmt 00062190000001	EM Director TBD	1	29M	01	\$ 58,429.50	917E	01	\$ 82,146.01	Significant changes in job duties. No incumbent.	9/10/2017	0.00%
							02	\$ 61,210.55		02	\$ 86,253.62			
							03	\$ 63,932.83		03	\$ 90,359.95			
							04	\$ 67,012.64		04	\$ 94,467.35			
							05	\$ 70,027.94		05	\$ 98,574.96			
										06	\$ 101,656.03			
										07	\$ 104,735.84			
										08	\$ 106,789.54			

**Personnel Committee Meeting
Compensation Report
October 2017**

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(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 / JOB CODE & POSITION #	RECOMMENDED TITLE / JOB CODE & POSITION #	NO. POSITIONS	CURRENT		RECOMMENDED		Comments	Effective Date	Percentage		
						PAY RANGE	ANNUAL PAY RATE	PAY RANGE	ANNUAL PAY RATE					
5040/5051	Airport	Reclassification	Airport Maintenance Manager 00076772000001	Airport Maintenance Manager 00076773000001	1	34M	01	\$ 73,105.20	35M	01	\$ 76,127.71	Increase in scope/responsibilities. No incumbent.	08/13/2017	0.00%
							02	\$ 76,127.71		02	\$ 79,794.83			
							03	\$ 79,794.83		03	\$ 83,463.23			
							04	\$ 83,463.23		04	\$ 87,072.42			
							05	\$ 87,072.42		05	\$ 90,742.73			
5300/5300	Fleet	Reclassification	Fleet Maintenance Worker 00013655000001	Fleet Maintenance Worker 00013656000001	1	16	01	\$ 39,196.37	23	01	\$ 49,326.73	Significant changes in scope/responsibilities over time.	08/13/2017	18.95%
							02	\$ 40,237.75		02	\$ 50,932.73			
							03	\$ 41,468.83		03	\$ 52,608.53			
							04	\$ 42,640.91		04	\$ 54,601.33			
							05	\$ 43,875.59		05	\$ 56,595.62			
5300/5300	Fleet	Reclassification	Mechanic 00027612	Mechanic 00027613	6	21	01	\$ 45,574.53	22	01	\$ 47,392.49	Significant changes in job duties over time.	08/13/2017	6.65%
							02	\$ 47,392.49		02	\$ 49,326.73			
							03	\$ 49,326.73		03	\$ 50,932.73			
							04	\$ 50,932.73		04	\$ 52,608.53			
							05	\$ 52,608.53		05	\$ 54,601.33			
5300/5300	Fleet	Reclassification	Mechanic 00027612	Mechanic 00027613	1	21	01	\$ 45,574.53	22	01	\$ 47,392.49	Significant changes in job duties over time.	08/13/2017	10.69%
							02	\$ 47,392.49		02	\$ 49,326.73			
							03	\$ 49,326.73		03	\$ 50,932.73			
							04	\$ 50,932.73		04	\$ 52,608.53			
							05	\$ 52,608.53		05	\$ 54,601.33			
5300/5300	Fleet	Reclassification	Mechanic 00027612	Mechanic 00027613	4	21	01	\$ 45,574.53	22	01	\$ 47,392.49	Significant changes in job duties over time.	08/13/2017	8.23%
							02	\$ 47,392.49		02	\$ 49,326.73			
							03	\$ 49,326.73		03	\$ 50,932.73			
							04	\$ 50,932.73		04	\$ 52,608.53			
							05	\$ 52,608.53		05	\$ 54,601.33			
5300/5300	Fleet	Reclassification	Mechanic 00027612	Mechanic 00027613	4	21	01	\$ 45,574.53	22	01	\$ 47,392.49	Significant changes in job duties over time.	08/13/2017	3.99%
							02	\$ 47,392.49		02	\$ 49,326.73			
							03	\$ 49,326.73		03	\$ 50,932.73			
							04	\$ 50,932.73		04	\$ 52,608.53			
							05	\$ 52,608.53		05	\$ 54,601.33			
5300/5300	Fleet	Reclassification	Lead Mechanic 00027622000001	Lead Mechanic 00027623	1	23	01	\$ 49,326.73	25	01	\$ 52,426.27	Internal Equity Issues. No incumbent.	08/27/2017	0.00%
							02	\$ 50,932.73		02	\$ 54,352.87			
							03	\$ 52,608.53		03	\$ 56,279.47			
							04	\$ 54,601.33		04	\$ 58,826.49			
							05	\$ 56,595.62		05	\$ 61,379.66			
5300/5300	Fleet	Reclassification	Lead Mechanic 00027622000002	Lead Mechanic 00027623	2	23	01	\$ 49,326.73	25	01	\$ 52,426.27	Internal Equity Issues.	08/27/2017	10.50%
							02	\$ 50,932.73		02	\$ 54,352.87			
							03	\$ 52,608.53		03	\$ 56,279.47			
							04	\$ 54,601.33		04	\$ 58,826.49			
							05	\$ 56,595.62		05	\$ 61,379.66			
5300/5300	Fleet	Reclassification	Lead Mechanic 00027622000004	Lead Mechanic 00027623	1	23	01	\$ 49,326.73	25	01	\$ 52,426.27	Internal Equity Issues.	08/27/2017	14.10%
							02	\$ 50,932.73		02	\$ 54,352.87			
							03	\$ 52,608.53		03	\$ 56,279.47			
							04	\$ 54,601.33		04	\$ 58,826.49			
							05	\$ 56,595.62		05	\$ 61,379.66			

**Personnel Committee Meeting
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						PAY RANGE	ANNUAL PAY RATE	PAY RANGE	ANNUAL PAY RATE					
5300/5300	Fleet	Reclassification	Lead Mechanic 00027622000005	Lead Mechanic 00027623	1	23	01	\$ 49,326.73	25	01	\$ 52,426.27	Internal Equity Issues.	08/27/2017	15.50%
							02	\$ 50,932.73		02	\$ 54,352.87			
							03	\$ 52,608.53		03	\$ 56,279.47			
							04	\$ 54,601.33		04	\$ 58,826.49			
							05	\$ 56,595.62		05	\$ 61,379.66			
800/8921	DHHS	Reclassification	Control Center Assistant 00000261000003	Juvenile Correction Officer 00058621000073	1	04P	01	\$ 31,411.88	14Z1	01	\$ 38,160.82	Significant changes in scope/responsibilities. No incumbent.	08/13/2017	0.00%
							02	\$ 32,520.53		02	\$ 39,196.37			
							03	\$ 33,629.17		03	\$ 40,237.75			
							04	\$ 34,737.82		04	\$ 41,468.83			
							05	\$ 35,846.67		05	\$ 42,640.91			
							06	\$ 36,955.32		06	\$ 43,835.28			
							07	\$ 38,063.75						
							08	\$ 39,172.18						
							09	\$ 40,281.68						

RECLASS
DAS FISCAL FORM
9/22/2017

RECLASSIFICATION DAS FISCAL FORM

Department: 1140 Human Resources
Date of Advancement Request: 8/13/2017
Date of anticipated advancement: 8/13/2017

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	1140	1149	00000032000003	Clerical Specialist HR	05pm	04	1	1.0	17.64	1,411	108	708	10	22,270	57,902
2	1140	1144	00005787000001	Lead Asst Compensation/HRIS	07pm	01	1	1.0	18.90	1,512	116	721	10	23,489	61,071
3															
													SUBTOTAL:	45,759	118,973
RECLASS POSITION(S)*:															
1	1140	1149	TBD	Office Administration Coordinator	20m	01	1	1.0	20.68	1,655	127	740	10	25,212	65,552
2	1140	1144	00000119000003	Employment Assistant	08pm	01	1	1.0	17.31	1,384	106	704	10	21,943	57,052
3															
													SUBTOTAL:	47,155	122,604
													TOTAL COST:	1,386	3,631

* Pension Fixed Rate for 2017 = 13.38% of salary (No impact on Health Insurance of this action)

DOES THE DEPARTMENT HAVE SUFFICIENT FUNDS FOR THE ADVANCEMENT:

Yes No

COMMENT/NARRATIVE (optional):

S.M.M.
Director of Performance, Strategy, and Budget

9.22.2017
DATE

RECLASS
DAS FISCAL FORM
9/26/2017

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	5300	5300	00013655	Fleet Maintenance Worker	16	03	1	1.0	19.94	1,595	122	778	10	24,947	64,862
2	5300	5300	00027612	Mechanic	21	03	6	6.0	23.71	1,897	145	821	10	171,802	446,685
3	5300	5300	00027612	Mechanic	21	03	1	1.0	23.71	1,897	145	821	10	28,634	74,447
4	5300	5300	00027612	Mechanic	21	01	4	4.0	21.91	1,753	134	800	10	107,493	279,482
5	5300	5300	00027612	Mechanic	21	01	4	4.0	21.91	1,753	134	800	10	107,493	279,482
6	5300	5300	00027622	Lead Mechanic	23	01	1	1.0	23.71	1,897	145	821	9	25,770	74,447
7	5300	5300	00027622	Lead Mechanic	23	02	2	2.0	24.49	1,959	150	830	9	52,897	152,814
8	5300	5300	00027622	Lead Mechanic	23	01	1	1.0	23.71	1,897	145	821	9	25,770	74,447
9	5300	5300	00027622	Lead Mechanic	23	02	1	1.0	24.49	1,959	150	830	9	26,449	76,407
													SUBTOTAL:	571,255	1,523,074
RECLASS POSITION(S)*:															
1	5300	5300	00013656	Fleet Maintenance Worker	23	01	1	1.0	23.71	1,897	145	821	10	28,634	74,447
2	5300	5300	00027613	Mechanic	22	04	6	6.0	25.29	2,023	155	839	10	181,041	470,707
3	5300	5300	00027613	Mechanic	22	05	1	1.0	26.25	2,100	161	850	10	31,109	80,882
4	5300	5300	00027613	Mechanic	22	02	4	4.0	23.71	1,897	145	821	10	114,535	297,790
5	5300	5300	00027613	Mechanic	22	01	4	4.0	22.78	1,823	139	810	10	110,905	288,352
6	5300	5300	00027623	Lead Mechanic	25	01	1	1.0	25.21	2,016	154	838	9	27,079	78,229
7	5300	5300	00027623	Lead Mechanic	25	03	2	2.0	27.06	2,165	166	859	9	57,413	165,859
8	5300	5300	00023723	Lead Mechanic	25	03	1	1.0	27.06	2,165	166	859	9	28,705	82,929
9	5300	5300	00023723	Lead Mechanic	25	04	1	1.0	28.28	2,263	173	873	9	29,782	86,037
													SUBTOTAL:	809,203	1,625,232
													TOTAL COST:	37,948	102,168

* Pension Fixed Rate for 2018 = 14.34% of salary (No impact on Health Insurance of this action)

DOES THE DEPARTMENT HAVE SUFFICIENT FUNDS FOR THE ADVANCEMENT:

Yes

No

COMMENT/NARRATIVE (optional):

The financial changes associated with this action are not accounted for in the 2017 or 2018 Budget.

S.A.M. [Signature]

Director of Performance, Strategy, and Budget

9-26-2017

DATE

**Appointments at an Advanced Step of the Pay Range
Personnel Committee Report**

^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	N/A	Correction Manager	915E	01	\$ 31,0052	\$ 64,490.87	3	06/18/2017	Training and experience exceed the maximum qualifications for this position.
					02	\$ 32,5553	\$ 67,714.96			
					03	\$ 34,1059	\$ 70,940.32			
					04	\$ 35,6560	\$ 74,164.40			
					05	\$ 37,2063	\$ 77,389.13			
					06	\$ 38,3694	\$ 79,808.41			
					07	\$ 39,5318	\$ 82,226.21			
					08	\$ 40,3068	\$ 83,838.15			
District Attorney	4500	N/A	Paralegal	19Z2	01	\$ 21,5426	\$ 44,808.59	5	06/18/2017	Training and experience exceed the maximum qualifications for this position.
					02	\$ 22,0760	\$ 45,918.03			
					03	\$ 23,0693	\$ 47,984.16			
					04	\$ 24,1071	\$ 50,142.73			
					05	\$ 25,1922	\$ 52,399.83			
					06	\$ 26,2506	\$ 54,601.26			
District Attorney	4500	N/A	Clerical Assistant1	03Z1	01	\$ 14,3275	\$ 29,801.11	4	06/15/2017	Training and experience exceed the maximum qualifications for this position.
					02	\$ 14,6404	\$ 30,451.98			
					03	\$ 15,1393	\$ 31,489.75			
					04	\$ 15,6385	\$ 32,528.17			
					05	\$ 16,1378	\$ 33,566.58			
					06	\$ 16,6368	\$ 34,604.57			
					07	\$ 17,1361	\$ 35,643.19			
					08	\$ 17,6350	\$ 36,680.76			
					09	\$ 18,1342	\$ 37,719.17			
District Attorney	4500	N/A	Clerical Assistant1	03Z1	01	\$ 14,3275	\$ 29,801.11	3	07/12/2017	Training and experience exceed the maximum qualifications for this position.
					02	\$ 14,6404	\$ 30,451.98			
					03	\$ 15,1393	\$ 31,489.75			
					04	\$ 15,6385	\$ 32,528.17			
					05	\$ 16,1378	\$ 33,566.58			
					06	\$ 16,6368	\$ 34,604.57			
					07	\$ 17,1361	\$ 35,643.19			
					08	\$ 17,6350	\$ 36,680.76			
					09	\$ 18,1342	\$ 37,719.17			
District Attorney	4500	N/A	Administrative Intern	011M	01	\$ 11,6110	\$ 24,150.88	3	07/18/2017	Training and experience exceed the maximum qualifications for this position.
					02	\$ 12,0154	\$ 24,992.03			
					03	\$ 12,6824	\$ 26,379.39			
					04	\$ 12,9802	\$ 26,998.82			
					05	\$ 13,3229	\$ 27,711.63			
					06	\$ 13,6445	\$ 28,380.56			
					07	\$ 13,9661	\$ 29,049.49			
					08	\$ 14,3549	\$ 29,858.19			
					09	\$ 14,8440	\$ 30,875.52			
					10	\$ 15,3334	\$ 31,893.47			
					11	\$ 15,8229	\$ 32,911.63			
					12	\$ 16,3123	\$ 33,929.58			
					13	\$ 16,8017	\$ 34,947.54			
					14	\$ 17,2909	\$ 35,965.07			
					15	\$ 17,7804	\$ 36,983.23			

INFORMATIONAL ONLY

REVISIONS TO Executive Compensation Plan (ECP) REPORT
Personnel Committee Meeting
October 20, 2017

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

**Dual Employment Report
Personnel Committee Meeting
September 15, 2017**

<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
Personnel Committee Meeting
October 20, 2017**

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

**Temporary Appointment Report
Personnel Committee Meeting
October 20, 2017**

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	Gorall	Sean	61010022	Intern Information Tech	I	A	20	8/14/2017	HT
DAS	1163	Hart	Pansyette	61010022	Intern Information Tech	I	A	0	7/3/2017	HT
DAS	1163	Heinrich	Kristian	61010022	Intern Information Tech	I	A	40	8/14/2017	HT
Fleet	6160	McQuestion	Andrew	32620	Highway Mtce Wkr 2	F	A	80	10/24/2016	TA

**Temporary Assignment to a Higher Classification (TAHC) Report
Personnel Committee Meeting
October 20, 2017**

<u>Dept</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>Extended / New End Date</u>	<u>TAHC Date End</u>	<u>Reason</u>
Airport	Burger	Anthony	Electrical Mech Suv	5412	34M	DOT - Airport Administrator	8/25/2017		11/23/2017	Vacant position
MCSO	D'Amato	Joel	Deputy Sheriff I	17BZ	22B	Deputy Sheriff Sgt	9/3/2017		11/2/2017	Vacant position
MCSO	Lessila	Brad	Deputy Sheriff I	17BZ	30M	Deputy Sheriff LT	8/16/2017	11/13/2017		Vacant position
MCSO	Mahin	Sean	Deputy Sheriff I	17BZ	22B	Deputy Sheriff Sgt	9/3/2017		11/2/2017	Vacant position
OEM	Robinson	Sue	911 Communications Supervisor	28M	31	911 communications Manager	9/16/2017		12/14/2017	Vacant position
Parks	Strong	Eddie	Park Maint Wrkr	13Z3	18Z	Park Maint Wrkr 2 IC	6/5/2017	12/1/2017		Incumbent on leave
Parks	Van Alstine	Timothy	Park Maint Wrkr 2 IC	18Z	22M	Park Unit Coord	9/2/2017		11/30/2017	Vacant position
Zoo	Spreda	Melissa	Zookeeper	15	17A	Zoo Area Supervisor	8/27/2017	11/26/2017		Vacant position