

Human Resources – Compensation Change Form

Date Request Submitted to Human Resources:

Requesting Department:

Requesting Manager:

Approving Department Head:

REASON FOR REQUEST

Only Department Heads may propose a compensation change. Check reason for request:

- Position that is difficult-to-fill or with high turnover due to market shortage of required skill set where a higher starting salary is merited
- Concern about losing an operationally critical/key/exceptionally high performing staff member
- Serious internal equity issues
- Reclassification
- Reallocation
- Increase within the pay range
- Other (explain in #9 below)

DEPARTMENT REQUEST FOR COMPENSATION CHANGE:

Current Position Information:

1. Employee name(s), current position title(s), and current low org(s). For multi-incumbent positions, attach a spreadsheet, if necessary.
2. Employee number(s)
3. Is the employee(s) still in his/her probationary period?
4. Current annual base salary/grade(s)/step(s)?

Proposed Position Information:

1. Proposed position title(s) and proposed low org(s). For multi-incumbent positions attach a spreadsheet, if necessary.
2. Proposed base salary/grade(s)/step(s)
3. Proposed effective date (must be beginning of pay period), should be after final required County approvals.
4. Date of last salary increase granted to employee(s)

Two additional full-time background investigator positions are being requested to assist the Milwaukee County Sheriff's Office in expediting the process for all background investigations. (Full time Deputy, Correctional Officer, Public Safety Officer, Clerical, CJIS compliance for vendors, volunteers, other County employees), Capt/Lt/Sgt, hourly and lateral deputy, Citizen Academy, OEM, Agency Ride Along). All backgrounds require extremely detailed and thorough background investigations prior to allowing access to the secure perimeter of the Milwaukee County Jail, accessing sensitive information (CJIS Compliance), and granting law enforcement certification to individuals.

For the past 3 years, there has continued to be a critical staffing shortage in the Milwaukee County Jail as well as vacancies for deputy sheriffs. Because of this, there is a continued need to conduct more background checks accurately and at a more rapid pace to bring the MCSO up to appropriate staffing levels.

We currently have (10) part-time investigators and (3) full-time investigators. Part-time investigators are limited to working (20 hours per week)

Full-time background investigators will be able to work on multiple background investigations within a 40-hour work week as well as OT if necessary. Monday-Friday schedules allow for more flexibility to schedule in person meetings and fingerprinting of applicants, as well as consistent time for follow-up with past employers, references, and many other required steps in the process.

Continuing to fill these positions with part-time staff is no longer efficient, they cannot dedicate enough hours within a pay period to get them completed.