

Revised

COUNTY OF MILWAUKEE
Department of Human Resources
INTER-OFFICE COMMUNICATION

DATE : November 27, 2017
To : Committee on Personnel
FROM : Kerry Mitchell, Chief Human Resources Officer *KM*
SUBJECT : **Informational Report for December 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
- 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 November 6, 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 December 1, 2017 Personnel Committee Meeting for informational purposes.

Copy: HR Managers

**Personnel Committee Meeting
Compensation Report
December 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 / JOBCODE & POSITION #	RECOMMENDED TITLE / JOBCODE & POSITION #	NO. POSITIONS	CURRENT		RECOMMENDED		Civil Service Classification	Comments	Effective Date	Percentage
						PAY RANGE	ANNUAL PAY RATE	PAY RANGE	ANNUAL PAY RATE				
2000/2843	Courts	Reclassification	Court Services Specialist 0004036000001	Administrative Assistant TBD	1	16	01 \$ 39,196.37	06PM	01 \$ 35,095.20	Classified	Significant changes in scope/ responsibilities	10/08/2017	0.00%
							02 \$ 40,237.75		02 \$ 37,265.31				
							03 \$ 41,468.83		03 \$ 38,538.06				
							04 \$ 42,840.91		04 \$ 39,806.18				
							05 \$ 43,875.59		05 \$ 41,076.72				
									06 \$ 42,346.83				
									07 \$ 43,617.79				
									08 \$ 44,888.12				
									09 \$ 46,158.02				
							4800/4801		OEM				
02 \$ 35,857.71	02 \$ 55,181.22												
03 \$ 36,988.84	03 \$ 57,679.23												
04 \$ 38,117.22	04 \$ 58,429.50												
05 \$ 39,196.37	05 \$ 61,210.55												
4800/4801	OEM	Reclassification	EMS Communicator 00064411000001	Lead Command Duty Officer TBD	1	16Z	01 \$ 35,857.71	20	01 \$ 43,875.59	Classified	Significant changes in responsibilities	01/01/2018	15.10%
							02 \$ 36,988.84		02 \$ 45,574.53				
							03 \$ 38,117.22		03 \$ 47,392.49				
							04 \$ 39,196.37		04 \$ 49,326.73				
							05 \$ 40,237.75		05 \$ 50,932.73				
							06 \$ 41,468.83						
							07 \$ 42,840.91						
							08 \$ 43,875.59						
							09 \$ 45,574.53						
							4800/4801		OEM				
02 \$ 36,988.84	02 \$ 46,467.81												
03 \$ 38,117.22	03 \$ 48,364.07												
04 \$ 39,196.37	04 \$ 49,938.87												
05 \$ 40,237.75	05 \$ 51,582.00												
06 \$ 41,468.83													
07 \$ 42,840.91													
08 \$ 43,875.59													
09 \$ 45,574.53													
4800/4801	OEM	Reclassification	EMS Communicator 00064411000003	911 Quality Assurance Coordinator TBD	1	16Z		01 \$ 35,857.71		21	01 \$ 44,684.85	Classified	Significant changes in responsibilities
							02 \$ 36,988.84	02 \$ 46,467.81					
							03 \$ 38,117.22	03 \$ 48,364.07					
							04 \$ 39,196.37	04 \$ 49,938.87					
							05 \$ 40,237.75	05 \$ 51,582.00					
							06 \$ 41,468.83						
							07 \$ 42,840.91						
							08 \$ 43,875.59						
							09 \$ 45,574.53						
							4800/4801	OEM	Reclassification		EMS Communicator 00064411000004		
02 \$ 36,988.84	02 \$ 43,700.33												
03 \$ 38,117.22	03 \$ 45,398.63												
04 \$ 39,196.37	04 \$ 47,217.87												
05 \$ 40,237.75	05 \$ 49,152.11												
06 \$ 41,468.83													
07 \$ 42,840.91													
08 \$ 43,875.59													
09 \$ 45,574.53													
4800/4801	OEM	Reclassification	EMS Communicator 00064411000005	Command Duty Officer TBD	1	16Z				01 \$ 35,857.71		17H	01 \$ 42,400.50
							02 \$ 36,988.84	02 \$ 43,700.33					
							03 \$ 38,117.22	03 \$ 45,398.63					
							04 \$ 39,196.37	04 \$ 47,217.87					
							05 \$ 40,237.75	05 \$ 49,152.11					
							06 \$ 41,468.83						
							07 \$ 42,840.91						
							08 \$ 43,875.59						
							09 \$ 45,574.53						

**Personnel Committee Meeting
Compensation Report
December 2017**

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HIGH/LOW ORG	REQUESTOR	ORDINANCE TYPE	CURRENT TITLE / JOBCODE & POSITION #	RECOMMENDED TITLE / JOBCODE & POSITION #	NO. POSITIONS	CURRENT		RECOMMENDED		Civil Service Classification	Comments	Effective Date	Percentage		
						PAY RANGE	ANNUAL PAY RATE	PAY RANGE	ANNUAL PAY RATE						
4800/4801	OEM	Reclassification	EMS Communicator 00064411000006	Command Duty Officer TBD	1	16Z	01	\$ 35,857.71	17H	01	\$ 42,466.50	Classified	Significant changes in responsibilities	01/01/2018	14.80%
							02	\$ 36,888.84		02	\$ 43,700.33				
							03	\$ 38,117.22		03	\$ 45,398.63				
							04	\$ 39,196.37		04	\$ 47,217.87				
							05	\$ 40,237.76		05	\$ 49,152.11				
							06	\$ 41,468.83							
							07	\$ 42,840.91							
							08	\$ 43,875.59							
							09	\$ 45,574.53							
							01	\$ 35,877.71		01	\$ 42,466.50				
02	\$ 36,888.84	02	\$ 43,700.33												
03	\$ 38,117.22	03	\$ 45,398.63												
04	\$ 39,196.37	04	\$ 47,217.87												
05	\$ 40,237.76	05	\$ 49,152.11												
06	\$ 41,468.83														
07	\$ 42,840.91														
08	\$ 43,875.59														
09	\$ 45,574.53														
4800/4801	OEM	Reclassification	Sr Assistant Executive 00000701000007	Communications Manager	1	28M	01	\$ 57,879.14	32M	01	\$ 67,012.64	Classified	Significant changes in scope/ responsibilities	01/01/2018	9.47%
							02	\$ 58,429.55		02	\$ 70,027.94				
							03	\$ 61,210.59		03	\$ 73,105.20				
							04	\$ 63,932.81		04	\$ 76,127.71				
							05	\$ 67,012.58		05	\$ 79,794.83				
5100/5130	DOT	Performance	Administrative Coordinator 00000702000003	N/A	1	22M	01	\$ 46,467.81	22M	01	\$ 46,467.81	Classified	Performance increase due to significant positive contributions to the department.	09/10/2017	7.19%
							02	\$ 48,364.07		02	\$ 48,364.07				
							03	\$ 49,938.87		03	\$ 49,938.87				
							04	\$ 51,582.00		04	\$ 51,582.00				
							05	\$ 53,536.19		05	\$ 53,536.19				
9000/9035	Parks	Performance	Specialist POS Parks 00040400000001	N/A	1	20	01	\$ 43,875.59	20	01	\$ 43,875.59	Classified	Performance increase due to significant positive contributions to the department.	10/22/2017	7.47%
							02	\$ 45,574.53		02	\$ 45,574.53				
							03	\$ 47,302.49		03	\$ 47,302.49				
							04	\$ 49,326.73		04	\$ 49,326.73				
							05	\$ 50,932.73		05	\$ 50,932.73				
9000/9120	Parks	Performance	Landscape Architect 3 00037700000002	N/A	1	29G	01	\$ 59,352.08	29G	01	\$ 59,352.08	Classified	Performance increase due to significant positive contributions to the department and concern over losing this critical employee.	11/08/2017	15.31%
							02	\$ 61,937.61		02	\$ 61,937.61				
							03	\$ 64,886.12		03	\$ 64,886.12				
							04	\$ 67,766.14		04	\$ 67,766.14				
							05	\$ 74,819.15		05	\$ 74,819.15				
							06	\$ 75,499.57		06	\$ 75,499.57				
9000/9035	Parks	Performance	Clubhouse Concessions Manager 00074100000001	N/A	1	915E	01	\$ 64,490.87	915E	01	\$ 64,490.87	Classified	Performance increase due to significant positive contributions to the department.	10/22/2017	5.05%
							02	\$ 67,714.96		02	\$ 67,714.96				
							03	\$ 70,940.32		03	\$ 70,940.32				
							04	\$ 74,164.40		04	\$ 74,164.40				
							05	\$ 77,389.13		05	\$ 77,389.13				
							06	\$ 79,808.41		06	\$ 79,808.41				
							07	\$ 82,226.21		07	\$ 82,226.21				
							08	\$ 83,838.15		08	\$ 83,838.15				

RECLASS
DAS FISCAL FORM
11/3/2017

RECLASSIFICATION DAS FISCAL FORM

Department: 4800 Office of Emergency Management
Date of Advancement Request: 1/1/2018
Date of anticipated advancement: 1/1/2018

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	4800	4801	00052090000001	Med Rec Tech 2	12	05	1	1.0	18.84	1,508	115	765	26	62,090	62,090	
2	4800	4801	00064411000001	EMS Communicator	16z	03	1	1.0	18.33	1,468	112	759	26	60,773	60,773	
3	4800	4801	00064411000002	EMS Communicator	16z	03	1	1.0	18.33	1,468	112	769	26	60,773	60,773	
4	4800	4801	00064411000003	EMS Communicator	16z	02	1	1.0	17.78	1,423	109	753	26	59,397	59,397	
5	4800	4801	00064411000004	EMS Communicator	16z	02	1	1.0	17.78	1,423	109	753	26	59,397	59,397	
6	4800	4801	00064411000005	EMS Communicator	16z	01	1	1.0	17.24	1,379	106	747	26	58,017	58,017	
7	4800	4801	00064411000006	EMS Communicator	16z	02	1	1.0	17.78	1,423	109	753	26	59,397	59,397	
8	4800	4801	00000701000007	Sr Assistant Executive	28M	03	1	1.0	29.43	2,354	180	887	26	88,945	88,945	
														SUBTOTAL:	508,788	508,788
RECLASS POSITION(S)*:																
1	4800	4801	TBD	Health Data Analytics Specialist	28m	01	1	1.0	25.62	2,050	157	843	26	79,286	79,286	
2	4800	4801	TBD	Lead Command Duty Officer	20	01	1	1.0	21.09	1,688	129	791	26	67,798	67,798	
3	4800	4801	TBD	911 Training Coordinator	21	01	1	1.0	21.91	1,753	134	800	26	69,870	69,870	
4	4800	4801	TBD	911 Quality Assurance Coordinator	21	01	1	1.0	21.91	1,753	134	800	26	69,870	69,870	
5	4800	4801	TBD	Command Duty Officer	17H	01	1	1.0	20.42	1,633	125	783	26	66,079	66,079	
6	4800	4801	TBD	Command Duty Officer	17H	01	1	1.0	20.42	1,633	125	783	26	66,079	66,079	
7	4800	4801	TBD	Command Duty Officer	17H	01	1	1.0	20.42	1,633	125	783	26	66,079	66,079	
8	4800	4801	TBD	Communications Manager	32m	01	1	1.0	32.22	2,577	197	919	26	96,023	96,023	
														SUBTOTAL:	581,084	581,084
														TOTAL COST:	72,296	72,296

* Pension Fixed Rate for 2017 = 13.36% of salary (No impact on Health Insurance of this action)

Based on the attached certification provided by the department there are sufficient funds for the advancement

COMMENT/NARRATIVE (optional):

All positions/funds were budgeted for in 2018 budget.

Director of Dept. of Administrative Services

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
Register of Deeds	3400	N/A	Real Property Analyst	06P	01	\$ 17,6497	\$ 36,711.31	4	10/09/2017	Training and experience exceed the maximum qualifications for this position.
					02	\$ 18,2723	\$ 38,006.46			
					03	\$ 18,8956	\$ 39,302.89			
					04	\$ 19,5185	\$ 40,598.46			
					05	\$ 20,1413	\$ 41,893.83			
					06	\$ 20,7642	\$ 43,189.61			
					07	\$ 21,3871	\$ 44,485.19			
					08	\$ 22,0103	\$ 45,781.40			
					09	\$ 22,6331	\$ 47,076.77			
Parks	9000	N/A	Landscape Architect 3	29G	01	\$ 28,5347	\$ 59,352.08	5	10/09/2017	Training and experience exceed the maximum qualifications for this position.
					02	\$ 29,7777	\$ 61,937.61			
					03	\$ 31,1952	\$ 64,886.12			
					04	\$ 32,5799	\$ 67,766.14			
					05	\$ 35,9707	\$ 74,819.15			
					06	\$ 36,2979	\$ 75,499.67			

**REVISIONS TO Executive Compensation Plan (ECP) REPORT
Personnel Committee Meeting
December 1, 2017**

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

**Dual Employment Report
Personnel Committee Meeting
December 1, 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
December 1, 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
December 1, 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	5160	McQuestion	Andrew	32620	Highway Mtce Wkr 2	F	A	80	10/24/2016	TA
Fleet	5110	Brandt	Charles	32620	Highway Mtce Wkr 2	F	A	80	11/6/2017	TA
Fleet	5160	Davey	Kevin	32620	Highway Mtce Wkr 2	F	A	80	11/6/2017	TA
Fleet	5110	Dixson	Chauncey	32620	Highway Mtce Wkr 2	F	A	80	11/6/2017	TA
Fleet	5140	Franson	Robert	32620	Highway Mtce Wkr 2	F	A	80	11/6/2017	TA
Fleet	5110	Gorgas	Nicholas	32620	Highway Mtce Wkr 2	F	A	80	11/6/2017	TA
Fleet	5110	Harris	Tyrone	32620	Highway Mtce Wkr 2	F	A	80	11/6/2017	TA
Fleet	5160	Jefferson	Kelvin	32620	Highway Mtce Wkr 2	F	A	80	11/6/2017	TA
Fleet	5110	Rayford	Milton	32620	Highway Mtce Wkr 2	P	A	80	11/6/2017	TA
Fleet	5110	Richardson	Alonte	32620	Highway Mtce Wkr 2	F	A	80	11/6/2017	TA
Fleet	5140	Sagan	John	32620	Highway Mtce Wkr 2	F	A	80	11/6/2017	TA
Fleet	5140	Schuster	Thomas	32620	Highway Mtce Wkr 2	F	A	80	11/6/2017	TA
Fleet	5160	Smith	Darius	32620	Highway Mtce Wkr 2	F	A	80	11/6/2017	TA
Fleet	5120	Thoth	Michael	32620	Highway Mtce Wkr 2	F	A	80	11/6/2017	TA
Fleet	5120	Welk	Shawn	32620	Highway Mtce Wkr 2	F	A	80	11/6/2017	TA
Fleet	5120	Wilks	Niketa	32620	Highway Mtce Wkr 2	F	A	80	11/6/2017	TA

**Temporary Assignment to a Higher Classification (TAHC) Report
Personnel Committee Meeting
December 1, 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	Nadolny	Shaun	Airport Ops Coordinator II	25	28M	Assistant Airport Ops Manager	10/9/2017		4/30/2018	Vacant position
Child Support	Hardy	Nickesha	Clerical Assistant II	04Z1	19L	Paralegal	10/9/2017		1/7/2018	Vacant position
Child Support	Harrington	Mary	Child Support Coordinator	22M	24M	Child Support Supervisor	9/11/2017		12/9/2017	Incumbent TAHC'ed
MCSO	Anagnostopoulos	George	Deputy Sheriff	17BZ	22B	Deputy Sheriff Sgt	5/3/2017	2/1/2018		Incumbent TAHC'ed
MCSO	D'Amato	Joel	Deputy Sheriff	17BZ	22B	Deputy Sheriff Sgt	9/3/2017	2/1/2018		Vacant position
MCSO	Krznarich	Michael	Deputy Sheriff	17BZ	22B	Deputy Sheriff Sgt	9/13/2017		12/11/2017	Incumbent TAHC'ed
MCSO	Mahin	Sean	Deputy Sheriff	17BZ	22B	Deputy Sheriff Sgt	9/3/2017	2/1/2018		Incumbent TAHC'ed
MCSO	Novotny	James	Deputy Sheriff Sgt	22B	30M	Deputy Sheriff LT	9/13/2017		12/11/2017	Incumbent TAHC'ed
MCSO	Pawlak	Mark	Deputy Sheriff	17BZ	22B	Deputy Sheriff Sgt	5/3/2017	2/1/2018		Incumbent TAHC'ed
MCSO	Sawczuk	Mary	Deputy Sheriff	17BZ	30M	Deputy Sheriff LT	9/6/2017		12/4/2017	Vacant position
MCSO	Smoot	Brent	Deputy Sheriff	17BZ	30M	Deputy Sheriff LT	9/6/2017		12/4/2017	Vacant position
OEM	Funk	Rebecca	Medical Record Tech II	12	23M	Medical Record Admin II	7/24/2017	1/22/2018		Vacant position
Parks	Kelly	Sean	Park maint Wrkr 2 IC	18Z	22M	Park Unit Coordinator I	10/8/2017		1/5/2018	Vacant position
Parks	Krueger	Andrew	Park maint Wrkr 2 IC	18Z	22M	Park Unit Coordinator I	10/10/2017		1/7/2018	Vacant position
Parks	Mitchell	Akinyele	Park Maintenance Worker	13Z3	18Z	Park Maint Wrkr 2 IC	10/8/2017		1/5/2017	Incumbent TAHC'ed
Zoo	DeLeon	Amy	Heritage Farm Attendant	09Z1	15	Zookeeper	9/13/2017		11/26/2017	Incumbent TAHC'ed