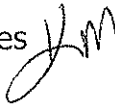


**COUNTY OF MILWAUKEE**  
**Department of Human Resources**  
INTER-OFFICE COMMUNICATION

**DATE** : April 1, 2013

**To** : Committee on Finance, Personnel & Audit

**FROM** : Rick Ceschin, Deputy Director of Human Resources 

**SUBJECT** : **Informational Report for 04/18/2013**  
**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 Executive Compensation Plan [ECP]*) are provided in accordance with the provisions of Chapter 17 and may be included on the agenda of the April 18, 2013 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.

RC:jam

Copy: HR Managers

**RECLASSIFICATION REPORT**  
**Finance, Personnel & Audit Committee: April 2013**

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	Number of Positions	Current Classification	Current Pay Grade	Proposed Classification	Proposed Pay Grade	Pay Rate Steps	Pay Rates (Hrly)	Annual Pay Rate	Justification
DHHS	8000	2	Housing and Development Program Coordinator	28M	Housing Program Manager	33M	01	\$31,7185	\$65,974.48	*Change in Duties, Job Classification and Pay Equity/Liability Concerns
							02	\$33,1122	\$68,873.38	
							03	\$34,4813	\$71,721.10	
							04	\$36,1423	\$75,175.98	
							05	\$37,8038	\$78,631.90	
DHHS	8000	1	Housing and Community Development Special Needs Coordinator	28M	Housing Program Manager	33M	01	\$31,7185	\$65,974.48	*Change in Duties, Job Classification and Pay Equity/Liability Concerns
							02	\$33,1122	\$68,873.38	
							03	\$34,4813	\$71,721.10	
							04	\$36,1423	\$75,175.98	
							05	\$37,8038	\$78,631.90	
Parks	9000	1	Conservatory Director	29M	Horticultural Director	914E	01	\$26,1407	\$54,372.66	*Change in Duties: As a result of the interchange project, the greenhouse is being relocated to the Domes. Duties have expanded to include Greenhouse facilities
							02	\$27,4477	\$57,091.22	
							03	\$28,7546	\$59,809.57	
							04	\$30,0140	\$62,429.12	
							05	\$31,3686	\$65,246.69	
							06	\$32,3487	\$67,285.30	
							07	\$33,3289	\$69,324.11	
							08	\$33,9827	\$70,684.02	
Parks	9000	1	Horticulturist 2 In Charge	22	Horticultural Supervisor	24M	01	\$22,4252	\$46,644.42	*Change in Duties: As a result of the interchange project, the greenhouse is being relocated to the Domes. Duties have expanded to include Greenhouse facilities.
							02	\$23,2826	\$48,427.81	
							03	\$24,1383	\$50,207.66	
							04	\$24,9938	\$51,987.10	
							05	\$26,1252	\$54,340.42	

\* Change in Duties has to reflect a weight of 25% or more.

RECLASS  
DAS FISCAL FORM  
3/28/2013

RECLASSIFICATION DAS FISCAL FORM

Department: Department of Health and Human Services

Date of Reclass Request: March 26, 2013

Date of anticipated reclasses: April 25, 2013

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	2013 total	Annual Total
EXISTING POSITION(S)*:															
1	8000	8500	00008410	Housing & Com Dev Special Needs	28M	05	1	1.0	30.35	2,428	186	957	15	53,559	92,835
2	8000	8500	00008400	Housing & Development Prog Coord	28M	04	1	1.0	28.96	2,317	177	939	15	51,497	89,262
3	8000	8500	00008400	Housing & Development Prog Coord	28M	05	1	1.0	30.35	2,428	186	957	15	53,559	92,835
													SUBTOTAL:	158,615	274,932
RECLASS POSITION(S)*:															
1	8000	8500	TBD	Housing Program Manager	33M	01	1	1.0	31.72	2,537	194	974	15	55,577	96,334
2	8000	8500	TBD	Housing Program Manager	33M	01	1	1.0	31.72	2,537	194	974	15	55,577	96,334
3	8000	8500	TBD	Housing Program Manager	33M	01	1	1.0	31.72	2,537	194	974	15	55,577	96,334
													SUBTOTAL:	166,732	289,003
													<b>TOTAL COST:</b>	<b>8,117</b>	<b>14,070</b>

\* Pension Fixed Rate for 2013 = 15.51% 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

3/28/13  
DATE

RECLASS  
DAS FISCAL FORM  
3/27/2013

REALLOCATION DAS FISCAL FORM

Department: Parks

Date of Reclass Request: March 27, 2013

Date of anticipated reclasses: April 18, 2013


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	2013 total	Annual Total
EXISTING POSITION(S):															
1	9000	9176	41360	Conservatory Director	29M	5	1	1.0	32.19	2,576	197	980	16	60,038	97,562
2	9000	9176	40511	Horticulturist 2 In Charge	22	2	1	1.0	22.68	1,814	139	862	16	45,035	73,182
													SUBTOTAL:	105,073	170,744
RECLASS POSITION(S):															
1	9000	9176	TBD	Horticultural Direct	914E	6	1	1.0	32.83	2,627	201	988	16	61,047	99,201
2	9000	9176	TBD	Horticultural Supervisor	24M	2	1	1.0	23.63	1,891	145	874	16	46,540	75,627
													SUBTOTAL:	107,586	174,828
													<b>TOTAL COST:</b>	<b>2,513</b>	<b>4,084</b>

\* Pension Fixed Rate for 2013 = 15.51% of salary

DOES THE DEPARTMENT HAVE SUFFICIENT FUNDS FOR THE RECLASS: Yes

DOES DAS APPROVE THE ABOVE MENTIONED RECLASSIFICATIONS? Yes

COMMENT/NARRATIVE (optional):

  
FISCAL AND BUDGET ADMINISTRATOR

3/27/13 DATE

**ADVANCEMENT WITHIN THE PAY RANGE REPORT**  
**Finance, Personnel & Audit Committee: April 2013**

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.

REQUESTOR	ORG UNIT	TITLE CODE / POSITION #	CURRENT CLASSIFICATION	PAY GRADE	PAY RANGE		CURRENT RATE	REQUESTED RATE	EST. FISCAL YEAR IMPACT^^	JUSTIFICATION
					MIN	MAX				

~Currently, There are NO "Advancements within the Pay Range" to Report for April 2013~

Reallocation Report  
Finance, Personnel & Audit Committee Meeting  
April 2013

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	TITLE CODE	NO. OF POSITIONS	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
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-Currently, There are NO "Reallocations" to Report for April 2013-

**REVISIONS TO Executive Compensation Plan (ECP) REPORT**  
**Finance, Personnel & Audit Committee Meeting**  
**April 18, 2013**

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