


COUNTY OF MILWAUKEE
Department of Human Resources
INTER-OFFICE COMMUNICATION

DATE : May 18, 2012
To : Committee on Personnel
FROM : Kerry J. Mitchell, Director of Human Resources 
SUBJECT : **Informational Report for 05/18/2012**
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 May 18, 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: May 18, 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	Annual Year Impact	Rate Steps	Pay Grade Rates	Annual Salary	Total Annual Salary & Active Pension & Social Security	Reason
Zoo	9500	00004300000013	Accountant 3	21	Accountant 2 (Zoo)	17	(\$5,747)	(\$11,494)	1	\$18.23	\$37,908.42	\$49,171.00	Duties
									2	\$18.78	\$39,068.64		
									3	\$19.31	\$40,172.70		
									4	\$19.87	\$41,335.84		
									5	\$20.64	\$42,936.61		
County Board	1000	00084673000001	Adm. Sec - Asst to Chief of Staff	25M	Office Coordinator	30M	\$5,708	\$9,894	1	\$27.72	\$57,667.38	\$91,286.00	Duties
									2	\$28.96	\$60,232.02		
									3	\$30.35	\$63,133.62		
									4	\$31.72	\$65,974.48		
									5	\$33.11	\$68,873.38		
County Board	1000	00085365000001	Adm. Sec. -Adm. Asst 2	18M	Public Information Asst	23M	\$5,126	\$8,884	1	\$21.91	\$45,564.48	\$69,785.00	Duties
									2	\$22.62	\$47,048.14		
									3	\$23.36	\$48,596.08		
									4	\$24.25	\$50,437.30		
									5	\$25.13	\$52,279.34		
DAS - Fiscal	1151	00000073000003	Admin. Specialist - Fiscal	07PM	Fiscal Analyst	24M	\$6,781	\$11,755	1	\$22.43	\$46,644.42	\$71,107.00	Duties
									2	\$23.28	\$48,427.81		
									3	\$24.14	\$50,207.66		
									4	\$24.99	\$51,987.10		
									5	\$26.13	\$54,340.42		

RECLASS
DAS FISCAL FORM
4/30/2012

RECLASSIFICATION DAS FISCAL FORM

Department: Zoological Department
Date of Reclass Request: April 27, 2012
Date of anticipated reclasses: May 24, 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	
																SUBTOTAL:
EXISTING POSITION(S)*:																
1	9500		00004300	Accountant 3	21	05	1	1.0	23.83	1,906	146	281	13	30,333	60,665	
2														0	0	
													SUBTOTAL:		30,333	60,665
RECLASS POSITION(S)*:																
1	9500		TBD	Accountant 2 (Zoo)	17	03	1	1.0	19.31	1,545	118	228	13	24,586	49,171	
2													0	0	0	
													SUBTOTAL:		24,586	49,171
													TOTAL COST:		(5,747)	(11,494)

* Pension Fixed Rate for 2012 = 14.75% of salary (No impact on Health Insurance of this action)

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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

5/1/12
DATE

RECLASS
DAS FISCAL FORM
5/3/2012

RECLASSIFICATION DAS FISCAL FORM

Department: County Board
Date of Reclass Request: 5/3/2012
Date of anticipated reclasses: 5/27/2012

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	1000	1000	84673	Admin Sec - Assistant to Chief of Staff	25M	5	1	1.0	26.47	2,117	162	851	15	46,957	81,392
2	1000	1000	85365	Admin Sec - Admin Asst. 2	18M	1	1	1.0	18.42	1,473	113	756	15	35,135	60,901
													SUBTOTAL:	82,092	142,293
RECLASS POSITION(S)*:															
1	1000	1000	84673	Office Coordinator	30M	1	1	1.0	27.72	2,218	170	866	15	48,800	84,587
2	1000	1000	85365	Public Information Asst.	23M	1	1	1.0	21.906	1,752	134	797	15	40,261	69,785
													SUBTOTAL:	89,061	154,372
													TOTAL COST:	6,969	12,079

* Pension Fixed Rate for 2012 = 14.75% of salary

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

5/3/12
DATE

RECLASS
DAS FISCAL FORM
5/3/2012

RECLASSIFICATION DAS FISCAL FORM

Department: DAS - Fiscal Affairs
Date of Reclass Request: 5/3/2012
Date of anticipated reclasses: 5/27/2012

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	1151	1156	00073	Admin Specialist - Fiscal Affairs	07PM	1	1	1.0	17.8082	1,425	109	749	15	34,242	59,352
													SUBTOTAL:	34,242	59,352
RECLASS POSITION(S)*:															
1	1151	1156	00073	Fiscal Analyst NR - Fiscal Affairs	24M	1	1	1.0	22.43	1,794	137	804	15	41,023	71,107
													SUBTOTAL:	41,023	71,107
													TOTAL COST:	6,781	11,755

* Pension Fixed Rate for 2012 = 14.75% of salary

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

5/3/12
DATE

Reallocation Report
Personnel Committee Meeting
MAY 18, 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	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
							01	\$ 69,7314		01	\$ 82,8190						
							02	\$ 72,1720		02	\$ 85,7177						
							03	\$ 74,6979		03	\$ 88,7178						
SHERIFF	4000	0005770	1	1	STAFF PSYCHIATRIST	44XM	04	\$ 77,3125	44PM	04	\$ 91,8230	02	\$88,7178	\$3,856	\$7,711	\$7,711	RETENTION & RECRUITMENT
							05	\$ 80,0184		05	\$ 95,0367						
							06	\$ 82,8190		06	\$ 98,3630						
							07	\$ 85,7177		07	\$ 101,8057						
							01	\$ 69,7314		01	\$ 82,8190						
							02	\$ 72,1720		02	\$ 85,7177						
							03	\$ 74,6979		03	\$ 88,7178						
SHERIFF	4000	0005071	2	1	STAFF PSYCHIATRIST HOURLY	44XM	04	\$ 77,3125	44PM	04	\$ 91,8230	02	\$88,7178	\$3,958	\$6,718	\$6,718	RETENTION & RECRUITMENT
							05	\$ 80,0184		05	\$ 95,0367						
							06	\$ 82,8190		06	\$ 98,3630						
							07	\$ 85,7177		07	\$ 101,8057						
TOTALS**													\$7,214	\$14,429	\$14,429		

REALLOCATION
DAS FISCAL FORM
5/3/2012

REALLOCATION DAS FISCAL FORM

Department: Sheriff
Date of Reclass Request:
Date of anticipated reclasses: May 17, 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	4000	4041	0005770	Staff Psychiatrist	44XM	7	1	1.0	85.72	6,857	525	1,092	13	110,158	220,316	
2	4000	4041	0005771	Staff Psychiatrist - Hourly	44XM	7	2	2.0	85.72	3,429	262	0	13	95,966	191,932	
3			00019560											0	0	
														SUBTOTAL:	206,124	412,249
REALLOCATED POSITION(S)*:																
1	4000	4041	0005770	Staff Psychiatrist	44PM	3	1	1.0	88.72	7,097	543	1,130	13	114,014	228,027	
2	4000	4041	0005771	Staff Psychiatrist - Hourly	44PM	3	2	2.0	88.72	3,549	271	0	13	99,325	198,650	
3											0	0	0	0	0	
														SUBTOTAL:	213,339	426,677
														TOTAL COST:	7,214	14,429

* 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

Reallocation Report
 Personnel Committee Meeting
 MAY 18, 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	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
							01	\$ 69,7314		01	\$ 82,8190						
							02	\$ 72,1720		02	\$ 85,7177						
							03	\$ 74,6979		03	\$ 88,7178						
SHERIFF	4000	0005770	1	1	STAFF PSYCHIATRIST	44XM	04	\$ 77,3125	44PM	04	\$ 91,8230	02	\$85,7177	\$110,158	\$220,316	\$220,316	RETENTION & RECRUITMENT
							05	\$ 80,0184		05	\$ 95,0367						
							06	\$ 82,8190		06	\$ 98,3630						
							07	\$ 85,7177		07	\$ 101,8057						
							01	\$ 69,7314		01	\$ 82,8190						
							02	\$ 72,1720		02	\$ 85,7177						
							03	\$ 74,6979		03	\$ 88,7178						
SHERIFF	4000	0005771	2	1	STAFF PSYCHIATRIST HOURLY	44XM	04	\$ 77,3125	44PM	04	\$ 91,8230	02	\$85,7177	\$47,983	\$95,966	\$95,966	RETENTION & RECRUITMENT
							05	\$ 80,0184		05	\$ 95,0367						
							06	\$ 82,8190		06	\$ 98,3630						
							07	\$ 85,7177		07	\$ 101,8057						
TOTALS**													\$158,141	\$316,283	\$316,283		

REVISIONS TO ECP REPORT
Personnel Committee Meeting
May 18, 2012

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