

**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** : **Register of Deeds Reallocation Report for the December 2017 Personnel Committee Meeting** (Informational Only Unless Otherwise Directed by the Committee)

Attached is a reallocation request from the Register of Deeds that the Director of Human Resources intends to approve for implementation. This report is provided in accordance with the provisions of Chapter 17.055 (4) and may be included on the agenda of the December 1, 2017 Personnel Committee Meeting for informational purposes.

In the event the Personnel Committee takes no action, the transactions noted on the report will be implemented.

Copy: HR Partners

**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	RECOMMENDED	NO. POSITIONS	CURRENT		RECOMMENDED		Civil Service Classification	Comments	Effective Date	Percentage		
			TITLE / JOBCODE & POSITION #	TITLE / JOBCODE & POSITION #		PAY RANGE	ANNUAL PAY RATE	PAY RANGE	ANNUAL PAY RATE						
3400/3420	Register of Deeds	Reallocation	Document Examiner 00000059	N/A	3	03P	01	\$ 29,413.78	04P	01	\$ 31,411.88	Classified	The duties of this job did not change significantly however it was repriced slightly higher due to the market data. No incumbents.	12/03/2017	0.00%
							02	\$ 30,451.98		02	\$ 32,520.53				
							03	\$ 31,489.75		03	\$ 33,629.17				
							04	\$ 32,528.17		04	\$ 34,737.82				
							05	\$ 33,566.58		05	\$ 35,846.67				
							06	\$ 34,604.57		06	\$ 36,955.32				
							07	\$ 35,643.19		07	\$ 38,063.75				
							08	\$ 36,680.76		08	\$ 39,172.18				
							09	\$ 37,719.17		09	\$ 40,281.68				
3400/3420	Register of Deeds	Reallocation	Document Examiner 00000059000005	N/A	1	03P	01	\$ 29,413.78	04P	01	\$ 31,411.88	Classified	The duties of this job did not change significantly however it was repriced slightly higher due to the market data.	12/03/2017	3.38%
							02	\$ 30,451.98		02	\$ 32,520.53				
							03	\$ 31,489.75		03	\$ 33,629.17				
							04	\$ 32,528.17		04	\$ 34,737.82				
							05	\$ 33,566.58		05	\$ 35,846.67				
							06	\$ 34,604.57		06	\$ 36,955.32				
							07	\$ 35,643.19		07	\$ 38,063.75				
							08	\$ 36,680.76		08	\$ 39,172.18				
							09	\$ 37,719.17		09	\$ 40,281.68				
3400/3420	Register of Deeds	Reallocation	Document Examiner 00000059000006	N/A	1	03P	01	\$ 29,413.78	04P	01	\$ 31,411.88	Classified	The duties of this job did not change significantly however it was repriced slightly higher due to the market data.	12/03/2017	3.49%
							02	\$ 30,451.98		02	\$ 32,520.53				
							03	\$ 31,489.75		03	\$ 33,629.17				
							04	\$ 32,528.17		04	\$ 34,737.82				
							05	\$ 33,566.58		05	\$ 35,846.67				
							06	\$ 34,604.57		06	\$ 36,955.32				
							07	\$ 35,643.19		07	\$ 38,063.75				
							08	\$ 36,680.76		08	\$ 39,172.18				
							09	\$ 37,719.17		09	\$ 40,281.68				

RECLASS  
DAS FISCAL FORM  
11/3/2017

RECLASSIFICATION DAS FISCAL FORM

Department: Register of Deeds  
Date of Advancement Request: 10/30/2017  
Date of anticipated advancement: 12/3/2017

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	3400	3420	00000059000005	Document Examiner	03P	04	1	1.0	15.64	1,251	96	728	2	4,150	53,955
2	3400	3420	00000059000006	Document Examiner	03P	05	1	1.0	16.14	1,291	99	734	2	4,248	55,222
3															
													SUBTOTAL:	8,398	109,177
RECLASS POSITION(S)*:															
1	3400	3420	00000059000005	Document Examiner	04P	03	1	1.0	16.17	1,293	99	734	2	4,254	55,298
2	3400	3420	00000059000006	Document Examiner	04P	04	1	1.0	16.70	1,336	102	741	2	4,358	56,651
3															
													SUBTOTAL:	8,611	111,949
													TOTAL COST:	213	2,772

\* 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):

\_\_\_\_\_  
Director of Performance, Strategy, and Budget

\_\_\_\_\_  
DATE