

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

**DATE** : October 9, 2015

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

**FROM** : Mike Blickhahn, Director Compensation/HRIS 

**SUBJECT** : **Informational Report for 11/02/2015**  
**Finance, Personnel & Audit 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
- Reallocations
- 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 October 5, 2015)

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 November 02, 2015 Finance, Personnel & Audit Committee Meeting for informational purposes.

Copy: HR Managers

### Finance, Personnel & Audit Committee Meeting Compensation Report October 2015

Revised: 10072015

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		INFORMATIONAL: Market equitable alignment based on overall job duties/responsibilities, competencies and educational/experience requirement.	Effective Date	
						PAY RANGE	ANNUAL PAY RATE	PAY RANGE	ANNUAL PAY RATE			
1151/1186	DAS	Reclassification	Senior Exec Asst DAS 00000099000001	Senior Executive Assistant TBD	1	22M	01	\$ 45,552.21	28M	01	\$ 56,542.72	Immediate Recruitment Need
							02	\$ 47,411.10		02	\$ 57,278.21	Internal Equity
							03	\$ 48,954.88		03	\$ 60,004.46	X Misclassification
							04	\$ 50,565.63		04	\$ 62,673.10	No Incumbent
							05	\$ 52,481.31		05	\$ 65,692.22	Red Circled
												Retention
						Other: Exceptional Performance						
1151/5703	DAS	Reclassification	Coordinator Assessment Prop 00020386000001	Principal Facilities Condition Assessment TBD	1	31M	01	\$ 62,673.10	38M	01	\$ 85,356.75	Immediate Recruitment Need
							02	\$ 65,692.22		02	\$ 88,954.74	Internal Equity
							03	\$ 68,648.11		03	\$ 92,553.76	X Misclassification
							04	\$ 71,664.74		04	\$ 97,306.98	X No Incumbent
							05	\$ 74,627.90		05	\$ 103,287.81	Red Circled
												Retention
						Other: Exceptional Performance						
3400/3420	Register of Deeds	Reclassification	Examiner Document 000000590000003	Assistant Coordinator/Register of Deeds	1	03P	01	\$ 28,834.21	05P	01	\$ 33,177.46	Immediate Recruitment Need
							02	\$ 29,851.95		02	\$ 34,348.29	Internal Equity
							03	\$ 30,869.28		03	\$ 35,519.74	X Misclassification
							04	\$ 31,887.23		04	\$ 36,690.37	X No Incumbent
							05	\$ 32,905.18		05	\$ 37,861.82	Red Circled
							06	\$ 33,922.72		06	\$ 39,032.24	Retention
							07	\$ 34,940.88		07	\$ 40,202.86	Other:
							08	\$ 35,958.00		08	\$ 41,374.32	
							09	\$ 36,975.95		09	\$ 42,544.74	
4800/4801	OEM	Reclassification	Comms And Hiway Saf Dispa 00003560000001, 5, 6, 10	Dispatcher TBD	4	15BZ	01	\$ 33,598.24	16Z	01	\$ 35,151.17	Immediate Recruitment Need
							02	\$ 34,388.64		02	\$ 36,260.02	Internal Equity
							03	\$ 35,233.33		03	\$ 37,366.16	X Misclassification
							04	\$ 36,158.30		04	\$ 38,424.05	X No Incumbent
							05	\$ 37,210.16		05	\$ 39,444.91	Red Circled
							06	\$ 38,318.59		06	\$ 40,651.73	Retention
							07	\$ 39,424.11		07	\$ 41,800.72	Other: Exceptional Performance
							08	\$ 40,482.42		08	\$ 43,011.07	
							09	\$ 41,503.07		09	\$ 44,676.53	
5040/5041	DOT	Performance	City Works GIS Coordinator 000357800000001	N/A	1	34M	01	\$ 71,664.74	34M	01	\$ 71,664.74	Immediate Recruitment Need
							02	\$ 74,627.70		02	\$ 74,627.70	Internal Equity
							03	\$ 78,222.56		03	\$ 78,222.56	Misclassification
							04	\$ 81,818.67		04	\$ 81,818.67	No Incumbent
							05	\$ 85,356.75		05	\$ 85,356.75	Red Circled
												Retention
						X Other: Exceptional Performance						
9000/9420	Parks	Performance	Asst Natural Areas Coordinator 000421960000001	N/A	1	15Z	01	\$ 32,330.27	15Z	01	\$ 32,330.27	Immediate Recruitment Need
							02	\$ 34,099.31		02	\$ 34,099.31	Internal Equity
							03	\$ 35,151.17		03	\$ 35,151.17	Misclassification
							04	\$ 38,424.05		04	\$ 38,424.05	No Incumbent
							05	\$ 43,156.88		05	\$ 43,156.88	Red Circled
							06	\$ 47,027.14		06	\$ 47,027.14	Retention
						X Other: Exceptional Performance						

RECLASS  
DAS FISCAL FORM  
10/8/2015

RECLASSIFICATION DAS FISCAL FORM  
 Department: Department of Administrative Services  
 Date of Reclassification Request: 10/8/2015  
 Date of Anticipated Reclassification: 11/8/2015

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	2015 total	Annual Total
EXISTING POSITION(S)*:															
1	1151	1186	99000001	Senior Exec Asst DAS	22M	05	1	1.0	24.86	1,989	152	747	4	11,550	75,077
2	1151	5703	86000001	Coordinator Assessment Prop	31M	01	1	1.0	29.69	2,375	182	788	4	13,380	86,971
													SUBTOTAL:	24,931	162,049
RECLASSIFIED POSITION(S)*:															
1	1151	1186	TBD	Senior Executive Assistant	28M	01	1	1.0	26.78	2,143	164	763	4	12,280	79,817
2	1151	5703	TBD	Principal Facilities Condition Assessment	38M	01	1	1.0	40.43	3,234	247	881	4	17,453	113,443
													SUBTOTAL:	29,732	193,260
													TOTAL COST:	4,802	31,211

\* Pension Fixed Rate for 2014 = 10.80% of salary (No impact on Health Insurance of this action)

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DOES THE DEPARTMENT HAVE SUFFICIENT FUNDS FOR THE ADVANCEMENT: Yes

COMMENT/NARRATIVE (optional):



Director of Performance, Strategy, and Budget

10-8-2015

DATE

RECLASS  
DAS FISCAL FORM  
10/8/2015

RECLASSIFICATION DAS FISCAL FORM

Department: Register of Deeds  
Date of Reclassification Request: 10/8/2015  
Date of Anticipated Reclassification: 8/25/2015

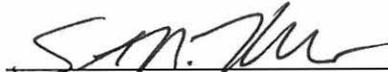
Item	Org Unit	Low Org	Title Code	Position Name	Pay Range	Step	No. of Positions	FTEs	Hrly Rate	Biweekly Salary	Social Security	Fringe Benefits**	Pay Periods Remaining	2015 total	Annual Total
EXISTING POSITION(S)*:															
1	3400	3420	59000003	Examiner Document	03P	01	1	1.0	13.66	1,093	84	650	10	18,262	47,481
													SUBTOTAL:	18,262	47,481
RECLASSIFIED POSITION(S)*:															
1	3400	3420	TBD	Assistant Coordinator Register of Deeds	05P	01	1	1.0	15.72	1,257	96	668	10	20,212	52,550
													SUBTOTAL:	20,212	52,550
													TOTAL COST:	1,949	5,069

\* Pension Fixed Rate for 2014 = 10.80% of salary (No impact on Health Insurance of this action)

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DOES THE DEPARTMENT HAVE SUFFICIENT FUNDS FOR THE ADVANCEMENT: Yes

COMMENT/NARRATIVE (optional):

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

10.8.2015  
\_\_\_\_\_  
DATE





RECLASS  
DAS FISCAL FORM  
10/8/2015

RECLASSIFICATION DAS FISCAL FORM

Department: Parks  
Date of Reclassification Request: 10/8/2015  
Date of Anticipated Reclassification: 11/8/2015

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	2015 total	Annual Total
EXISTING POSITION(S)*:															
1	9000	9420	0421960000	Asst Natural Areas Coordinator	15Z	04	1	1.0	18.20	1,456	111	689	4	9,027	58,673
													SUBTOTAL:	9,027	58,673
RECLASSIFIED POSITION(S)*:															
1	9000	9420	0421960000	Asst Natural Areas Coordinator	15Z	06	1	1.0	22.28	1,782	136	724	4	10,571	68,713
													SUBTOTAL:	10,571	68,713
													TOTAL COST:	1,545	10,040

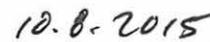
\* Pension Fixed Rate for 2014 = 10.80% of salary (No impact on Health Insurance of this action)

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DOES THE DEPARTMENT HAVE SUFFICIENT FUNDS FOR THE ADVANCEMENT: Yes

COMMENT/NARRATIVE (optional): The Department has sufficient funding for the reclassification of the Sr. Executive Assistant. All other positions are presently unfunded; the newly-reclassified positions are also unfunded. The Department has indicated it will seek a fund transfer in the fourth quarter to fund these positions, or may identify other sources of funding.

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

  
\_\_\_\_\_  
DATE

**Appointments at an Advanced Step of the Pay Range  
Finance, Personnel & Audit Committee Report  
October 2015**

10/1/2015

^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
District Attorney's Office	4500	Administrative Intern	Administrative Intern	01IM	1	\$ 11.38	\$ 23,674.98	7	09/14/2015	Training and Experience exceed the minimum qualifications for the position
					2	\$ 11.78	\$ 24,499.49			
					3	\$ 12.43	\$ 25,859.60			
					4	\$ 12.72	\$ 26,466.96			
					5	\$ 13.06	\$ 27,165.63			
					6	\$ 13.38	\$ 27,821.25			
					7	\$ 13.69	\$ 28,477.07			
					8	\$ 14.07	\$ 29,269.97			
					9	\$ 14.55	\$ 30,267.12			
					10	\$ 15.03	\$ 31,265.10			
					11	\$ 15.51	\$ 32,263.09			
					12	\$ 15.99	\$ 33,261.07			
					13	\$ 16.47	\$ 34,258.85			
					14	\$ 16.95	\$ 35,256.42			
					15	\$ 17.43	\$ 36,254.61			
DOT - Airport	5040	Accountant III	Accountant III	21	1	\$ 21.48	\$ 44,676.53	3	09/21/2015	Training and Experience exceed the minimum qualifications for the position
					2	\$ 22.34	\$ 46,458.67			
					3	\$ 23.25	\$ 48,354.80			
					4	\$ 24.00	\$ 49,929.15			
					5	\$ 24.79	\$ 51,571.94			
DHHS	8000	Human Service Worker	Human Service Worker	16C	01	\$ 16.66	\$ 34,644.90	11	09/18/2015	Training and Experience exceed the minimum qualifications for the position
					02	\$ 17.04	\$ 35,452.56			
					03	\$ 17.43	\$ 36,260.02			
					04	\$ 17.96	\$ 37,366.16			
					05	\$ 18.47	\$ 38,424.05			
					06	\$ 18.96	\$ 39,444.91			
					07	\$ 19.54	\$ 40,651.73			
					08	\$ 20.10	\$ 41,800.72			
					09	\$ 20.68	\$ 43,011.07			
					10	\$ 21.48	\$ 44,676.53			
					11	\$ 22.34	\$ 46,458.67			
					12	\$ 23.25	\$ 48,354.80			
					13	\$ 24.00	\$ 49,929.15			
					14	\$ 24.79	\$ 51,571.94			
					15	\$ 25.73	\$ 53,525.47			
					16	\$ 26.22	\$ 54,527.62			
					17	\$ 26.68	\$ 55,497.31			
DHHS	8000	Human Service Worker Supervisor	Human Service Worker Supervisor	26M	01	\$ 25.12	\$ 52,242.53	2	09/08/2015	Training and Experience exceed the minimum qualifications for the position
					02	\$ 26.01	\$ 54,093.94			
					03	\$ 27.18	\$ 56,542.72			
					04	\$ 27.54	\$ 57,278.21			
					05	\$ 28.85	\$ 60,004.46			

**INFORMATIONAL ONLY**

**REVISIONS TO Executive Compensation Plan (ECP) REPORT**  
**Finance, Personnel & Audit Committee Meeting**  
**November 2, 2015**

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

**Dual Employment Report**  
**Finance, Personnel & Audit Committee Meeting**  
**November 2, 2015**

<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  
 Finance, Personnel & Audit Committee Meeting  
 November 2, 2015

<b>Requestor</b>	<b>Dept</b>	<b>Last Name</b>	<b>First Name</b>	<b>Title Description</b>	<b>Employee Class</b>	<b>Status</b>	<b>Emergency Appt Date</b>	<b>Pay Range</b>
Courts	2806	Yee	Samantha	Specialist Clerical Cts-	F	A	10/27/2014	05P
DAS-Fiscal	1157	Lucas	Jeremy	Analyst Budget and Mgmt	F	A	7/6/2015	26M
DAS-Fiscal	1179	Lukasik	Lara	Analyst Budget and Mgmt	F	A	7/6/2015	26M

**Temporary Appointment Report**  
**Finance, Personnel & Audit Committee Meeting**  
**November 2, 2015**

<b>Requestor</b>	<b>Dept</b>	<b>Last Name</b>	<b>First Name</b>	<b>Title Code</b>	<b>Title Description</b>	<b>Emp Class</b>	<b>Status</b>	<b># of Hours in Payroll Period</b>	<b>Temporary Appt Date</b>	<b>Appt Type</b>
IMSD	1163	Davids-Modschiedler	Julian	87420	Info Systems Intern	A	I		7/20/2015	HT
HR	1141	Kiel	Aimee	87710	Human Res Intern	A	I		6/22/2015	HT

**Temporary Assignment to a Higher Classification (TAHC) Report  
Finance, Personnel & Audit Committee Meeting  
November 2, 2015**

Dept	First Name	Last Name	Current Job Title	Old Pay Range	New Pay Range	TAHC Job Title	Orig. Start Date	Extended/NEW Date	End Date	Type of EXT.	Reason
MCSO	Daniel	Dittberner	Deputy Sheriff	17BZ	22B	Deputy Sheriff Sergeant	8/21/2014	5/18/2015	11/13/2015 *		Incumbent resigned
MCSO	Aaron	Dobson	Deputy Sheriff	17BZ	22B	Sheriff Sergeant	7/26/2015		10/23/2015		Vacant position
MCSO	Eric	Worden	Deputy Sheriff	17BZ	226	Sheriff Sergeant	7/26/2015		10/23/2015		Vacant position
MCSO	Mark	Witek	Deputy Sheriff LT	30M	915E	Sheriff Captain	4/19/2015	7/18/2015	10/15/2015		Vacant position
MSCO	Nancy	Evans	Deputy Sheriff Captain	915E	901E	Deputy Inspector	8/30/2015		11/27/2015		Incumbent resigned
MSCO	James	Cox	Deputy Sheriff Captain	915E	901E	Deputy Inspector	8/30/2015		11/27/2015		Incumbent resigned
MSCO	Dennis	Konkel	Deputy Sheriff Lt.	30M	915E	Deputy Sheriff Captain	8/30/2015		11/27/2015		Incumbent on TAHC
MSCO	Tameka	Faulkner	Clerical Assistant 1	3P	6PM	Administrative Assistant	9/24/2015		12/22/2015		Incumbent transferred
Parks	John	Rautmann	ParkWorker III-Seasonal	5108	10Z	PMWII-IC	6/22/2015	7/11/2015	11/21/2015		Incumbent reassigned
Parks	Steven	Kazmierski	Carpenter	5402	5403	Carpenter Supervisor	9/9/2015		10/26/2015		Incumbent out on Leave
Parks	Nicholas	Kroll	Seasonal Park Patrol	01 - DC	07PM	Park Ranger IC	8/30/2015		11/23/2015		Vacant position
Child Support	David	Sabel	Paralegai-CSE	18L	24M	Child Support Supervisor	1/5/2015	7/30/2015	10/27/2015		Incumbent resigned
Child Support	Lottie	Maxwell-Mitchell	Paralegai-CSE	19L	22M	Child Support Coord	6/15/2015	9/13/2015	12/11/2015		Incumbent promoted
Child Support	Mary	Harrington	Child Support Specialist	16J	19L	Paralegal	8/9/2015		11/6/2015		Incumbent on TAHC
Med Exam	Sheila	Plowman	MgmtAsst	06PM	25	Forensic Investigator	6/29/2015	9/26/2015	12/24/2015		Incumbent resigned
Airport	Mark	Tiedke	Airport Maint. Worker	15KZ	26M	Asst Airport Mtce Supv	7/10/2015		12/17/2015		Incumbent on TAHC
Airport	Tim	Brown	Asst Airport Mtce Supv	26M	28M	Maintenance Supv. Airport	6/11/2015		12/7/2015		Incumbent resigned
HOC	Brandy	Soloman	Correction Officer 1	14Z	23CM	Correctional Officer Lt.	9/12/2015		12/10/2015		Vacant Position
DAS-Facilities	Mark	Temple	Plumber	5417 - BT	5419	Plumber Supervisor	9/14/2015		12/12/2015		Vacant position
DAS-Facilities	Nicole	Kubiszewski	Carpenter	5402 - BT	5403	Carpenter Supervisor	9/14/2015		12/12/2015		Vacant position
Zoo	Alissa	Gottfreid	Hertiage Farm Attdt. Seas.	51	15	Zookeeper	9/9/2015		12/7/2015		Vacant position
Zoo	Dawn	Dunlap	Office Supp Asst 1	01P	03P	Fiscal Assistant 1	8/24/2015		11/21/2015		Incumbent out on Leave
Zoo	Christopher	Fifarek	Accountant X	25M	30M	Concess/Merch Coord	3/6/2015	9/1/2015	11/29/2015		Incumbent promoted
Zoo	Ian	Shafer	Zoo Worker 6 Seas	51	13	Stores Clerk 3	1/6/2015	8/29/2015	11/26/2015		Increased activity
Payroll	Carol	Coates	Payroll Specialist	18 - DC	22 - DC	Payroll Supervisor	9/2/2015		11/30/2015		Incumbent resigned
IMSD	David	Haley	Network Tech Special4	28D	38M	IT Manager-Appli cations	8/24/2015		11/21/2015		Incumbent resigned

\*The TAHC has been extended by the Director of DHR. The County Board of Supervisors and the County Exective must approve the second extension