

**COUNTY OF MILWAUKEE**  
**Interoffice Memorandum**

DATE: May 21, 2013

TO: Supervisor David Cullen, Co-Chair, Committee on Finance, Personnel and Audit  
Supervisor Willie Johnson Jr., Co-Chair, Committee on Finance, Personnel and Audit

FROM: Steve Cady, County Board Fiscal & Budget Analyst

SUBJECT: **COUNTY BOARD STAFF REVIEW OF REQUESTED REALLOCATION OF  
DHR POSITION PER M.C.G.O. 1.16(c), FILE NO. 13-465**

**REQUEST**

At its meeting on May 16, 2013, the Committee on Finance, Personnel and Audit requested that County Board staff expedite the required review of a requested pay range reallocation for the Employment Relations Manager position within the Department of Human Resources. Milwaukee County General Ordinance 1.16(c) requires that "if the request relates to reclassifications, reallocations, appointments at an advanced step of the pay range and advancements within the pay range in the department of human resources, it shall be reviewed by the county board staff and processed in a manner consistent with the authority granted to the director of human resources under chapter 17 of the Code."

**BACKGROUND**

The Director of the Department of Human Resources (DHR) initially submitted three position actions related to positions within DHR to the County Board for the May cycle. County Board staff notified the department that ordinances require County Board staff to independently review these three position actions, and two have been held for the next cycle. The Employment Relations Manager, according to the Director of DHR, is at a critical point in the recruitment process and delaying action on the reallocation could jeopardize the ability to hire a current applicant and force the recruitment process to begin anew. The Committee on Finance, Personnel and Audit voted (vote 8-0) to approve the requested allocation so that the item would be forwarded to the County Board for approval this month and to provide County Board staff an opportunity to do the position review prior to the Board meeting.

**ANALYSIS**

The Director of Human Resources is requesting the reallocation of the Employment Relations Manager position from pay range 915E (\$60,758 to \$78,985) to 902E (\$77,376 to \$114,650). According to DHR, the intention is to appoint the new recruit at \$96,000, which is the midpoint in the new pay range. Based on a fiscal analysis provided by the

Department of Administrative Services – Fiscal Affairs Division, the reallocation would increase expenditures for salary and fringe benefits by \$8,249 for the remaining 11 pay periods of 2013 and by \$19,467 on an annualized basis. This analysis is based on the current \$80,170 salary of the incumbent who is retiring in June.

The Employment Relations Manager serves as the manager of employer relations, training and development and oversees equal employment opportunity/affirmative action and diversity. The position will supervise five positions and be responsible for conducting employee investigations and managing the random drug testing program for applicable employees. The position will also design and develop training and development strategies for managers and employees. The position requires a minimum of a bachelor's degree with five or more years supervising human resource staff in training and development and employee relations areas.

The Manager of Compensation for the Department of Human Resources provided County Board staff with market data<sup>1</sup> for the proposed new salary classification indicating the mean salary is approximately \$105,900 and the 25<sup>th</sup> percentile is \$95,900 for positions with similar duties and responsibilities. The appointment of the new hire is expected at \$96,000.

#### RECOMMENDATION

It is recommended that the request by the Director of Human Resources to reallocate the pay range of the Employment Relations Manager from 915E to 902E be approved.



Steve Cady  
County Board Fiscal and Budget Analyst

cc: County Board Supervisors  
County Executive Abele  
Kerry Mitchell, Director, Department of Human Resources

---

<sup>1</sup> Market Data Peer Set: Government Support Services Industry – Greater Milwaukee Region. Primary Market Data Sources: ERI Economic Research Institute, MRA, SHRM, City of Milwaukee, Waukesha County