

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

**DATE** : July 19, 2012  
**TO** : Committee on Finance, Personnel & Audit  
**FROM** : Kerry J. Mitchell, Director of Human Resources  
**SUBJECT** : **Informational Report for 07/19/2012**  
**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 ECP*) are provided in accordance with the provisions of Chapter 17 and may be included on the agenda of the July 19, 2012 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.

KJM:jam

Copy: HR Managers

Revised 7/9/12

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
DAS	1157	80089	Budget & Policy Administrator	901E	Director of Operations	38M			1	\$39.43	\$82,032.08	\$128,479	Change in duties.
									2	\$41.10	\$85,490.08		
									3	\$42.76	\$88,948.70		
									4	\$44.36	\$93,517.01		
									5	\$47.77	\$99,517.01		
CSS	2430	04040	Fiscal Assistant 1	3P	Fiscal Assistant 2	4P			1	\$14.22	\$29,593.62	\$50,237.00	Change in duties
									2	\$14.72	\$30,638.19		
									3	\$15.23	\$31,682.56		
									4	\$15.73	\$32,727.47		
									5	\$16.23	\$33,771.71		
									6	\$16.73	\$34,816.08		
									7	\$17.24	\$35,860.45		
									8	\$17.74	\$36,904.82		
									9	\$18.24	\$37,949.81		
DHR-ERS/Benefits	1149	00032	Clerical Specialist HR NR	5PM	Clerical Specialist HR NR ERS	5PM	\$0	\$0	1	\$15.15	\$31,269.23	\$52,280.00	Retitle
									2	\$15.56	\$32,366.46		
									3	\$16.09	\$33,470.11		
									4	\$16.62	\$34,573.34		
									5	\$17.15	\$35,677.20		
									6	\$17.68	\$36,779.81		
									7	\$18.21	\$37,883.46		
									8	\$18.74	\$38,986.69		
									9	\$19.27	\$40,090.13		
Courts	2806	08710	Asst. Chief Dept Clk Divad	30M	Justice Center Coordinator	33M			1	\$31.71	\$65,974.48	\$98,315.00	Change in duties
									2	\$33.71	\$68,873.98		
									3	\$34.48	\$71,721.10		
									4	\$36.14	\$75,175.98		
									5	\$37.80	\$78,631.90		
DHHS	6474	57780	Asst Program Admin CATC	33M	ExDir1-Deputy Program Admin CATC	901E			min	\$29.21	\$60,756.80	\$108,864.00	Change in duties
									mid	\$35.98	\$74,838.40		
									max	\$42.76	\$88,940.80		



RECLASS  
DAS FISCAL FORM  
7/9/2012

RECLASSIFICATION DAS FISCAL FORM  
 Department: DAS Fiscal Affairs  
 Date of Reclass Request:  
 Date of anticipated reclass: 7/22/2012

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	1157	80089	Budget & Policy Administrator	901E	-	1	1.0	40.07	3,206	245	1,012	11.5	51,323	116,034
													SUBTOTAL:	51,323	116,034
RECLASS POSITION(S)*:															
1	1151	1157	76070	Director of Operations	38M	4	1	1.0	44.96	3,597	275	1,070	11.5	56,827	128,479
													SUBTOTAL:	56,827	128,479
													TOTAL COST:	6,504	12,445

\* Pension Fixed Rate for 2012 = 14.75% 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

7/9/12  
 DATE

RECLASS  
DAS FISCAL FORM  
6/27/2012

RECLASSIFICATION DAS FISCAL FORM

Department: Child Support Services  
Date of Reclass Request: 6/1/2012  
Date of anticipated reclasses: 7/19/2012


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	2430	2432	04040	Fiscal Assistant 1	03P	1	1	1.0	13,3227	1,066	82	698	12.5	23,044	47,933	
														SUBTOTAL:	23,044	47,933
RECLASS POSITION(S)*:																
1	2430	2432	04041	Fiscal Assistant 2	04P	1	1	1.0	14,2277	1,188	87	707	12.5	24,152	50,297	
														SUBTOTAL:	24,152	50,297
														<b>TOTAL COST:</b>	<b>1,188</b>	<b>2,394</b>

\* 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

6/28/12  
DATE

RECLASS  
DAS FISCAL FORM  
7/2/2012

RECLASSIFICATION DAS FISCAL FORM

Department: Human Resources  
Date of Reclss Request: 6/22/2012  
Date of anticipated reclasses: 7/19/2012

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	1140	1149	00032	Clerical Specialist HR NR	05PM	1	1	1.0	15.03	1,202	92	716	11.5	23,124	52,280	
2														0	0	
														SUBTOTAL:	23,124	52,280
RECLASS POSITION(S):																
1	1140	1149	00032	Clerical Specialist HR NR	05PM	1	1	1.0	15.03	1,202	92	716	11.5	23,124	52,280	
2														0	0	
														SUBTOTAL:	23,124	52,280
														TOTAL COST:	0	0

\* Pension Fixed Rate for 2012 = 14.75% 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): Retitle only, there is no fiscal effect.

  
FISCAL AND BUDGET ADMINISTRATOR

7/2/12  
DATE

RECLASS  
DAS FISCAL FORM  
7/3/2012

RECLASSIFICATION DAS FISCAL FORM

Department: Combined Court Operations  
Date of Reclass Request: 5/31/2012  
Date of anticipated reclasses: 7/19/2012

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):																
4	2000	2809	8710	Asst Chief Dep Clerk - Div Admin	30M	4	1	1.0	31,7185	2,537	194	913	11.5	41,916	94,767	
														SUBTOTAL:	41,916	94,767
RECLASS POSITION(S):																
1	2000	2805	TBD	Justice Center Coordinator	33M	2	1	1.0	33,1122	2,649	203	930	11.5	43,485	98,315	
2																
3																
4																
														SUBTOTAL:	43,485	98,315
														TOTAL COST:	1,539	3,548

\* 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.

Ann O. Brown  
FISCAL AND BUDGET ADMINISTRATOR

7/3/12  
DATE

RECLASSIFICATION DAS FISCAL FORM  
 Department: Behavioral Health Division  
 Date of Reallocation Request: June 22, 2012  
 Date of anticipated reclasses: July 26, 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	6300	6474	00057780	Asst Program Admin CATC (Deputy Director)	83M	05	1	1	37.80	3,024	231	446	10	37,017	96,245	
2										0	0			0	0	
														SUBTOTAL:	97,017	96,245
RECLASS POSITION(S):																
1	6300	6474	00057780	ExDir-Deputy Program Admin CATC	901E		1	1.0	42.76	3,421	262	505	10	41,871	108,864	
2														0	0	
														SUBTOTAL:	41,871	108,864
														TOTAL COST:	4,853	12,618

\* Pension Fixed Rate for 2012 = 14.76% of salary (No impact on Health Insurance of this action)  
 \*\* The increased costs associated with this position will be covered with program revenues from the Wraparound program. As a result, the levy impact associated with this reallocated request is \$0.

DOES THE DEPARTMENT HAVE SUFFICIENT FUNDS FOR THE RECLASS: Yes

DOES DAS APPROVE THE ABOVE MENTIONED RECLASSIFICATIONS? Yes

COMMENT/NARRATIVE (optional): The position has additional and higher level responsibilities.

*[Signature]*  
 FISCAL AND BUDGET ADMINISTRATOR

6/29/12  
 DATE



RECLASS  
DAS FISCAL FORM  
6/27/2012

RECLASSIFICATION DAS FISCAL FORM  
 Department: Treasurer  
 Date of Reclass Request: 6/5/2012  
 Date of anticipated reclasses: 7/19/2012


Item	Org Unit	Low Org	Title Code	Position Name	Pay Range	Step	No. of Positions	FTEs	Hourly Rate	Biweekly Salary	Social Security	Fringe Benefits**	Pay Periods Remaining	2012 total	Annual Total
EXISTING POSITION(S):															
1	3090	3090	00068	Secretary - NR	05P	6	1	1.0	18.0346	1,443	110	752	11.5	26,507	59,929
													SUBTOTAL:	26,507	59,929
RECLASS POSITION(S):															
1	3090	3090	TBD	Executive Assistant - Treasurer	06PM	5	1	1.0	18.6053	1,488	114	759	11.5	27,150	61,382
													SUBTOTAL:	27,150	61,382
													TOTAL COST:	53,657	121,311

\* 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

6/28/12  
 DATE

ADVANCEMENT WITHIN THE PAY RANGE REPORT

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.

<u>REQUESTOR</u>	<u>DEPT ORG UNIT</u>	<u>TITLE CODE NO POS</u>	<u>CURRENT CLASSIFICATION REQUESTED STEP CHANGE</u>	<u>PAY RANGE</u>	<u>CURR YEAR</u>	<u>SUB YEAR</u>	<u>RATE STEPS</u>	<u>PAYGRADE RATES</u>	<u>REASON</u>
------------------	------------------------------	----------------------------------	---	----------------------	----------------------	---------------------	-----------------------	---------------------------	---------------

None to report this cycle

Total: \$0 \$0

Reallocation Report  
 Finance, Personnel & Audit Committee Meeting  
 July 19, 2012

Revised 7-11-12

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	\$ 23,5423		Min	\$ 29,2100						
							02	\$ 24,3610		Mid	\$ 35,9800						
							03	\$ 25,8972		Max	\$ 42,7600						
Co Exec	1000	00084794	1	1	Admin Sec Director of Communications	913E	04	\$ 27,0741	901E				\$70,000	\$6,418	\$14,510	**	EQUITY
							05	\$ 28,2510									
							06	\$ 29,1340									
							07	\$ 30,0184									
							08	\$ 30,6053									
							<b>*Annual \$ 58,145,7000</b>										
							01	\$ 27,7247		01	\$ 30,9527						
Courts	2000	00008710	1	1	Asst Chief Deputy Clerk Div Admin	30M	02	\$ 28,9577	32M	02	\$ 31,7185						
							03	\$ 30,3527		03	\$ 33,1122	05	\$36,1423	\$253	\$6,303	\$6,303	EQUITY AND MARKET
							04	\$ 31,7185		04	\$ 34,4813						
							05	\$ 33,1122		05	\$ 36,1423						
							01	\$ 28,9577		01	\$ 30,3527						
Courts	2000	00008720	1	1	Asst Chief Deputy Clerk - Civ Admin	31M	02	\$ 30,3527	32M	02	\$ 31,7185						
							03	\$ 31,7185		03	\$ 33,1122	03	\$33,1122	\$1,223	\$2,899	\$6,303	EQUITY AND MARKET
							04	\$ 33,1122		04	\$ 34,4813						
							05	\$ 34,4814		05	\$ 36,1423						
							01	\$ 28,9577		01	\$ 30,3527						
Courts	2000	00008730	1	1	Asst Chief Deputy Clerk - Probate	31M	02	\$ 30,3527	32M	02	\$ 31,7185						
							03	\$ 31,7185		03	\$ 33,1122	05	\$36,1423	\$1,461	\$3,455	\$6,303	EQUITY AND MARKET
							04	\$ 33,1122		04	\$ 34,4813						
							05	\$ 34,4814		05	\$ 36,1423						
							01	\$ 34,4813		01	\$ 39,4385						
							02	\$ 36,1423		02	\$ 41,1010						
DAS - IMSD	1160	00000332	1	0	IT Mgr - Proj Mgr Off	35M	03	\$ 37,8036	36M	03	\$ 42,7638	01	\$	\$	\$	\$	RECRUITMENT
							04	\$ 39,4385		04	\$ 44,9601						
							05	\$ 41,1010		05	\$ 47,7234						

REALLOCATION  
DAS FISCAL FORM  
7/11/2012

REALLOCATION DAS FISCAL FORM

Department: County Executive  
Date of Reallocation Request:  
Date of anticipated reallocation: 7/22/2012

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	1011	1011	84794	Adm Sec Dir Of Communications	913E	-	1	1.0	27.95	2,236	171	869	11.5	37,678	85,184
													SUBTOTAL:	37,678	85,184
REALLOCATED POSITION(S)*:															
1	1011	1011	84794	Adm Sec Dir Of Communications	901E	-	1	1.0	33.65	2,692	206	936	11.5	44,095	99,694
													SUBTOTAL:	44,095	99,694
													<b>TOTAL COST:</b>	<b>6,418</b>	<b>14,510</b>


\* Pension Fixed Rate for 2012 = 14.75% 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

7/11/12  
DATE

RECLASS  
DAS FISCAL FORM  
7/3/2012

RECLASSIFICATION DAS FISCAL FORM

Department: Combined Court Operations  
Date of Reclass Request: 5/31/2012  
Date of anticipated reclasses: 7/19/2012

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	2000	2843	8710	Asst Chief Dep Clerk - Div Admin	30M	5	1	1.0	33.1122	2,649	203	930	11.5	43,485	98,315	
2	2000	2839	8720	Asst Chief Dep Clerk - Civ Admin	31M	3	1	1.0	31.7185	2,537	194	913	11.5	41,916	94,767	
3	2000	2863	8730	Asst Chief Dep Clerk - Probate	31M	5	1	1.0	34.4814	2,759	211	946	11.5	45,027	101,801	
														SUBTOTAL:	130,429	294,883
RECLASS POSITION(S):																
1	2000	2843	TBD	Asst Chief Deputy Clerk - Div Admin	32M	5	1	1.0	36.1423	2,891	221	965	11.5	46,898	106,029	
2	2000	2839	TBD	Asst Chief Deputy Clerk - Div Admin	32M	3	1	1.0	33.1122	2,649	203	930	11.5	43,485	98,315	
3	2000	2863	TBD	Asst Chief Deputy Clerk - Div Admin	32M	5	1	1.0	36.1423	2,891	221	965	11.5	46,898	106,029	
														SUBTOTAL:	137,281	310,374
														<b>TOTAL COST:</b>	<b>6,852</b>	<b>15,491</b>

\* 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.

*Asst. J. Rosenblatt*  
FISCAL AND BUDGET ADMINISTRATOR

7/3/12  
DATE

RECLASS  
DAS FISCAL FORM  
7/2/2012

REALLOCATION DAS FISCAL FORM

Department: DAS-IMSD  
Date of Reallocation Request: 6/9/2012  
Date of anticipated reallocation classes: 7/19/2012


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	1160	1162	00332	IT Manager - PMO	35M	1	1	1.0	34.48	2,785	211	946	8	31,535	102,490
2															
													SUBTOTAL:	31,535	102,490
RECLASS POSITION(S):															
1	1160	1162	00332	IT Manager - PMO	38M	1	1	1.0	39.44	3,155	241	1,004	8	35,206	114,421
2															
													SUBTOTAL:	35,206	114,421
													TOTAL COST:	3,671	11,931

\* Pension Fixed Rate for 2012 = 14.75% 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): Reallocation is requested for recruitment purposes

  
FISCAL AND BUDGET ADMINISTRATOR

7/2/12  
DATE

ECP

**REVISIONS TO ECP REPORT**  
**Finance, Personnel & Audit Committee Meeting**  
**July 20, 2012**

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