

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

**DATE** : May 13, 2019

**To** : Theodore Lipscomb, Sr., Chairman, Board of Supervisors

**FROM** : Dean Legler, Director of Compensation/HRIS, Department of Human Resources

**SUBJECT** : **Informational Report for June 2019 Personnel Committee Meeting**



Attached are a series of informational reports listing various personnel transactions that have been approved for implementation.

The reports are:

- Reclassifications
- Advancements within the pay range
- 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 May 7, 2019)

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 June 6, 2019 Personnel Committee Meeting for informational purposes.

Copy: HR Business Partners

**Personnel Committee Meeting  
Compensation Report  
June 2019**

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.

Index #	REQUESTOR	TYPE	CURRENT	RECOMMENDED	NO. POSITIONS	CURRENT		RECOMMENDED		Civil Service Classification	Comments	Effective Date	%		
			TITLE	TITLE		PAY RANGE	ANNUAL PAY RATE	PAY RANGE	ANNUAL PAY RATE						
1	DHHS	Reclassification	Fiscal Mgt Analyst 3	Sr. Manager Operations & Budget	1	33JM	01	\$ 61,822.66	38M	01	\$ 87,943.15	Classified	Reclassing position to align salary with job duties and responsibilities.	4/22/19	4.15%
							02	\$ 64,572.16		02	\$ 91,650.15				
							03	\$ 67,682.76		03	\$ 95,358.23				
							04	\$ 70,728.22		04	\$ 100,255.47				
							05	\$ 73,836.25		05	\$ 106,417.53				
							06	\$ 76,888.99							
							07	\$ 80,592.78							
							08	\$ 84,297.86							
2	DHHS	Reclassification	Manager SAMHSA - Housing	Lead Comm Intervention Spec	1	33M	01	\$ 70,728.22	27	01	\$ 56,842.27	Classified	Reclassing position to align salary with job duties and responsibilities.	5/6/19	0.00%
							02	\$ 73,836.25		02	\$ 59,414.76				
							03	\$ 76,888.99		03	\$ 61,993.46				
							04	\$ 80,592.78		04	\$ 64,944.41				
							05	\$ 84,297.86		05	\$ 67,832.56				
3	Comptroller	Increase within Salary Grade	Manager Audit Forensic	Manager Audit Forensic	1	902E	01	\$ 82,961.01	902E	01	\$ 82,961.01	Unclassified	Equity issues being addressed; increase is more in line with others in the same position with comparable experience and job performance. <b>\$82,961 - \$87,110.</b>	5/6/19	4.76%
							02	\$ 102,928.07		02	\$ 102,928.07				
							03	\$ 122,918.02		03	\$ 122,918.02				
4	DOT	Reclassification	Transp Design & Cons Eng Mgr	Director Transportation Engineering	1	38M	01	\$ 87,943.15	902E	01	\$ 82,961.01	To be unclassified when vacated.	Reclassing position to align salary with job duties and responsibilities. <b>\$106,417.53 to \$111,738.36</b>	5/6/19	4.76%
							02	\$ 91,650.15		02	\$ 102,928.07				
							03	\$ 95,358.23		03	\$ 122,918.02				
							04	\$ 100,255.47							
							05	\$ 106,417.53							
5	DOT	Reclassification	Highway Maintenance Mgr	Director Highway Maintenance	1	34M	01	\$ 73,836.25	902E	01	\$ 82,961.01	To Unclassify	Reclassing position to align salary with job duties and responsibilities.	5/6/19	0.00%
							02	\$ 76,888.99		02	\$ 102,928.07				
							03	\$ 80,592.78		03	\$ 122,918.02				
							04	\$ 84,297.86							
							05	\$ 87,943.15							
6	Register of Deeds	Increase within Salary Grade	Clerk Vital Records	Clerk Vital Records	1	03P	01	\$ 29,707.91	03P	01	\$ 29,707.91	Classified	Equity issues being addressed; increase is more in line with others in the same position with comparable experience and job performance.	5/6/19	6.59%
							02	\$ 30,756.50		02	\$ 30,756.50				
							03	\$ 31,804.65		03	\$ 31,804.65				
							04	\$ 32,853.45		04	\$ 32,853.45				
							05	\$ 33,902.24		05	\$ 33,902.24				
							06	\$ 34,950.61		06	\$ 34,950.61				
							07	\$ 35,999.62		07	\$ 35,999.62				
							08	\$ 37,047.56		08	\$ 37,047.56				
							09	\$ 38,096.36		09	\$ 38,096.36				
7	Zoo	Reclassification	Coordinator Admin Services	Coordinator Administrative	1	21M	01	\$ 45,131.70	22M	01	\$ 46,932.49	Classified	Reclassing position to align salary with job duties and responsibilities.	5/6/19	0.00%
							02	\$ 46,932.49		02	\$ 48,847.71				
							03	\$ 48,847.71		03	\$ 50,438.26				
							04	\$ 50,438.26		04	\$ 52,097.82				
							05	\$ 52,097.82		05	\$ 54,071.55				

**Personnel Committee Meeting  
Compensation Report  
June 2019**

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Index #	REQUESTOR	TYPE	CURRENT	RECOMMENDED	NO. POSITIONS	CURRENT		RECOMMENDED		Civil Service Classification	Comments	Effective Date	%		
			TITLE	TITLE		PAY RANGE	ANNUAL PAY RATE	PAY RANGE	ANNUAL PAY RATE						
8	Zoo	Reclassification	Office Support Asst 1	Assistant Administrative	1	01P	01	\$ 26,549.31	06P	01	\$ 37,078.42	Classified	Reclassing position to align salary with job duties and responsibilities.	5/6/19	11.31%
							02	\$ 27,485.60		02	\$ 38,386.53				
							03	\$ 28,423.38		03	\$ 39,695.91				
							04	\$ 29,360.74		04	\$ 41,004.45				
							05	\$ 30,297.03		05	\$ 42,312.76				
							06	\$ 31,234.27		06	\$ 43,621.51				
							07	\$ 32,171.32		07	\$ 44,930.04				
							08	\$ 33,108.04		08	\$ 46,239.22				
							09	\$ 34,045.77		09	\$ 47,547.53				
9	OEM	Increase within Salary Grade	Lead Command Duty Officer	Lead Command Duty Officer	1	20	01	\$ 44,314.35	20	01	\$ 44,314.35	Classified	Equity issues being addressed; increase is more in line with others in the same position with comparable experience and job performance.	5/6/19	7.61%
							02	\$ 46,030.27		02	\$ 46,030.27				
							03	\$ 47,866.42		03	\$ 47,866.42				
							04	\$ 49,820.00		04	\$ 49,820.00				
							05	\$ 51,442.06		05	\$ 51,442.06				

## June 2019 Monthly Transaction Fiscal Effect Form

Item #	Department	Old Title	New Title	Salary	Salary	Salary	2019	Effective Date	Funding Source
				Old	New	Variance	Variance		
1	8000 - DHHS	Fiscal Mgt Analyst 3	Sr Manager Operations & Budget	\$ 84,298	\$ 87,943	\$ 3,645	\$ 2,537	4/22/2019	Fund Transfer from Services
2	8000 - DHHS	Manager SAMHSA - Housing	Lead Comm Intervention Spec	\$ 71,090	\$ 62,613	\$ (8,477)	\$ (5,899)	5/6/2019	n/a
3	3700 - Comptroller	Manager Audit Forensic	Manager Audit Forensic	\$ 82,961	\$ 87,110	\$ 4,149	\$ 2,887	5/6/2019	Unused 2018 DOSAA
4	5090 - Transport Svcs	Transp Design and Cons EngMgr-	Director Transportation Engineering	\$ 106,417	\$ 111,738	\$ 5,321	\$ 3,703	5/6/2019	Cost savings from abolishing a position
5	5100 - Highways	Highway Maint Manager	Director Highway Maintenance	\$ 84,728	\$ 103,957	\$ 19,229	\$ 13,381	5/6/2019	Cost savings from abolishing a position
6	3400 - ROD	Clerk Vital Records	Clerk Vital Records	\$ 29,708	\$ 31,805	\$ 2,097	\$ 1,459	5/6/2019	Fund Transfer from Services
7	9500 - Zoo	Coordinator Admin Svc	Coordinator Administrative	\$ 45,365	\$ 50,943	\$ 5,578	\$ 3,882	5/6/2019	Unused 2018 DOSAA
8	9500 - Zoo	Office Supp Asst 1	Admin Asst	\$ 34,046	\$ 38,387	\$ 4,341	\$ 3,021	5/6/2019	Unused 2018 DOSAA
9	4800 - OEM	Lead Command Duty Officer	Lead Command Duty Officer	\$ 46,030	\$ 49,820	\$ 3,790	\$ 2,637	5/6/2019	Fund Transfer / Additional Revenue

The department has certified that sufficient funds are available for the advancement in the stated funding source

*for James*

Director of Performance, Strategy, and Budget

5/2/19

Date

Appointments at an Advanced Step of the Pay Range

Personnel Committee Report

April 2019

										^Bold/Shaded boarder denotes rates of incumbents		
INDEX #	REASON	REQUESTOR	CURRENT CLASSIFICATION	PAY GRADE	# OF STEPS^	REQUESTED HOURLY RATE	ANNUALIZED SALARY BY STEP	APPOINTMENT STEP	APPOINTMENT DATE	JUSTIFICATION		
1	New Hire	Airport	Airport Ops Coordinator	22	01	\$23.01	\$47,866.42	2	4/22/2019	Training and experience exceed the minimum qualifications for this position.		
					02	\$23.95	\$49,820.00					
					03	\$24.73	\$51,442.06					
					04	\$25.55	\$53,134.62					
					05	\$26.51	\$55,147.35					
2	New Hire	Corporation Counsel	Assistant Corporation Counsel	34Z	01	\$23.69	\$49,271.87	6	4/22/2019	Training and experience exceed the minimum qualifications for this position.		
					02	\$26.29	\$54,689.44					
					03	\$28.98	\$60,288.18					
					04	\$31.00	\$64,483.12					
					05	\$33.16	\$68,970.51					
					06	\$35.47	\$73,770.32					
					07	\$37.41	\$77,821.74					
					08	\$40.57	\$84,395.38					
					09	\$43.40	\$90,267.63					
					10	\$45.51	\$94,655.81					
					11	\$48.41	\$100,691.55					
					12	\$51.31	\$106,733.12					
					13	\$54.39	\$113,136.61					
					14	\$57.66	\$119,925.52					
3	New Hire	DAS-Fiscal Affairs	Facilities Grounds Worker 1 NM	12Z1	01	\$17.23	\$35,848.37	3	4/22/2019	Training and experience exceed the minimum qualifications for this position.		
					02	\$17.61	\$36,637.82					
					03	\$18.15	\$37,743.83					
					04	\$18.66	\$38,812.13					
					05	\$19.16	\$39,843.36					
4	New Hire	DAS-IMSD	Business Intelligence Analyst	27MN	01	\$29.27	\$60,880.16	9	4/22/2019	Training and experience exceed the minimum qualifications for this position.		
					02	\$30.26	\$62,944.32					
					03	\$31.25	\$65,009.12					
					04	\$31.31	\$65,118.20					
					05	\$32.27	\$67,121.51					
					06	\$33.23	\$69,125.23					
					07	\$34.20	\$71,128.54					
					08	\$35.16	\$73,132.05					
					09	\$36.64	\$76,210.08					
5	New Hire	DHHS-Health & Human Services	Quality Specialist DHHS	16Z5	01	\$21.61	\$44,955.81	4	4/22/2019	Training and experience exceed the minimum qualifications for this position.		
					02	\$22.13	\$46,030.27					
					03	\$23.01	\$47,866.42					
					04	\$23.95	\$49,820.00					
					05	\$24.73	\$51,442.06					
					06	\$25.55	\$53,134.62					
					07	\$26.51	\$55,147.35					
					08	\$27.01	\$56,179.86					
					09	\$27.49	\$57,178.94					

Appointments at an Advanced Step of the Pay Range										
Personnel Committee Report										
April 2019										
								^Bold/Shaded boarder denotes rates of incumbents		
INDEX #	REASON	REQUESTOR	CURRENT CLASSIFICATION	PAY GRADE	# OF STEPS^	REQUESTED HOURLY RATE	ANNUALIZED SALARY BY STEP	APPOINTMENT STEP	APPOINTMENT DATE	JUSTIFICATION
6	New Hire	District Attorney's Office	Clerical Asst 1 NM	03Z1	01	\$14.47	\$30,099.12	4	4/22/2019	Training and experience exceed the minimum qualifications for this position.
					02	\$14.79	\$30,756.50			
					03	\$15.29	\$31,804.65			
					04	\$15.79	\$32,853.45			
					05	\$16.30	\$33,902.24			
					06	\$16.80	\$34,950.61			
					07	\$17.31	\$35,999.62			
					08	\$17.81	\$37,047.56			
					09	\$18.32	\$38,096.36			
7	New Hire	District Attorney's Office	Office Supp Asst 1	01P	01	\$13.14	\$27,331.41	3	4/22/2019	Training and experience exceed the minimum qualifications for this position.
					02	\$13.21	\$27,485.60			
					03	\$13.67	\$28,423.38			
					04	\$14.12	\$29,360.74			
					05	\$14.57	\$30,297.03			
					06	\$15.02	\$31,234.27			
					07	\$15.47	\$32,171.32			
					08	\$15.92	\$33,108.04			
					09	\$16.37	\$34,045.77			
8	New Hire	Human Resources	Human Res Analyst 2 - Emp Ben	22M	1	\$22.56	\$46,932.49	2	4/22/2019	Training and experience exceed the minimum qualifications for this position.
					2	\$23.48	\$48,847.71			
					2	\$24.25	\$50,438.26			
					4	\$25.05	\$52,097.82			
					5	\$26.00	\$54,071.55			
9	New Hire	Office of the Sheriff	Facilities Wrkr Secur NM	07Z1	01	\$14.47	\$30,099.12	4	4/22/2019	Training and experience exceed the minimum qualifications for this position.
					02	\$14.50	\$30,152.16			
					03	\$14.96	\$31,116.31			
					04	\$15.32	\$31,858.23			
					05	\$15.70	\$32,656.50			
					06	\$16.11	\$33,509.86			

**REVISIONS TO Executive Compensation Plan (ECP) REPORT  
Personnel Committee Meeting  
June 6, 2019**

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

**Dual Employments  
Personnel Committee Meeting  
June 6, 2019**

Currently, there are no "Dual Employments" to report.



**Emergency Appointment Report  
Personnel Committee Meeting  
June 6, 2019**

Currently, there are no "Emergency Appointments" to report.

**Temporary Appointment Report  
Personnel Committee Meeting  
June 6, 2019**

Requestor	Dept	Last Name	First Name	Title Code	Title Description	Emp Class	Status	# of Hours in Payroll Period	Temporary Appt Date	Appt Type
MCDOT	5140	Clary	Joel	32620	Highway Mtce Wkr 2	F	A	80	12/31/2018	TA
MCDOT	5110	Kimber	Antonio	32620	Highway Mtce Wkr 2	F	A	80	12/17/2018	TA
MCDOT	5160	Lindsey	Terrance	32620	Highway Mtce Wkr 2	F	A	80	11/5/2018	TA
MCDOT	5110	Phinisee	Christopher	32620	Highway Mtce Wkr 2	F	A	80	11/5/2018	TA
MCDOT	5160	Tilque	Brett	32620	Highway Mtce Wkr 2	F	A	80	12/3/2018	TA
MCDOT	5140	Veeser	Jacob	32620	Highway Mtce Wkr 2	F	A	80	11/5/2018	TA
MCDOT	5140	Vrchota	Preston	32620	Highway Mtce Wkr 2	F	A	80	11/19/2018	TA
MCDOT	5160	Ward	Robert	32620	Highway Mtce Wkr 2	F	A	80	11/5/2018	TA
MCDOT	5160	Williams	Derrick	32620	Highway Mtce Wkr 2	F	A	80	12/3/2018	TA

**Temporary Assignment to a Higher Classification (TAHC) Report  
Personnel Committee Meeting  
June 6, 2019**

<u>Dept</u>	<u>Last Name</u>	<u>First Name</u>	<u>Current Job Description</u>	<u>Old Pay Range</u>	<u>New Pay Range</u>	<u>TAHC Job Description</u>	<u>TAHC Date Begin</u>	<u>Extended / New End Date</u>	<u>TAHC Date End</u>	<u>Reason</u>
MCSO	Murray	Derick	Correction Officer	14Z1	23CM	Correction Officer Lt.	4/28/2019		7/5/2019	Incumbent on leave
MCSO	Pawlak	Mark	Deputy Sheriff Lt.	22B	34M	Deputy Sheriff Sgt.	4/14/2019		7/12/2019	Incumbent retired
MCSO	Smoot	Brent	Deputy Sheriff	17BZ	22B	Deputy Sheriff Sgt.	4/14/2019		7/12/2019	Vacant position
MCSO	Stowers	Charles	Deputy Sheriff Lt.	22B	34M	Deputy Sheriff Sgt.	4/14/2019		7/12/2019	Incumbent on leave
PRB	Gilmore	Adam	Paralegal	19Z2	915E	Administrator PRB Ethics Board	5/7/2019		7/4/2019	Vacant position