

COUNTY OF MILWAUKEE
Department of Human Resources
INTER-OFFICE COMMUNICATION

DATE : May 27, 2016
To : Committee on Personnel
FROM : Mike Blickhahn, Director Compensation/HRIS 
SUBJECT : **Informational Report for June 2016
Personnel 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 May 19, 2016)

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 2016 Personnel Committee Meeting for informational purposes.

Copy: HR Managers

**Finance, Personnel & Audit Committee Meeting
Compensation Report
June 2016**

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		INFORMATIONAL: Market equitable alignment based on overall job duties/responsibilities, competencies and educational/experience requirement.	Effective Date
			TITLE / JOB CODE & POSITION #	TITLE / JOB CODE & POSITION #	PAY RANGE	ANNUAL PAY RATE		PAY RANGE	ANNUAL PAY RATE				
1140/1141	Human Resources	Performance	Sr Executive Assistant 00000701000002	N/A	1	28M	01 \$ 56,542.72 02 \$ 57,278.21 03 \$ 60,004.46 04 \$ 62,673.10 05 \$ 65,692.22	28M	01 \$ 56,542.72 02 \$ 57,278.21 03 \$ 60,004.46 04 \$ 62,673.10 05 \$ 65,692.22	<input type="checkbox"/> Immediate Recruitment Need <input type="checkbox"/> Internal Equity <input type="checkbox"/> Misclassification <input type="checkbox"/> No Incumbent <input type="checkbox"/> Red Circled <input type="checkbox"/> Retention <input checked="" type="checkbox"/> Other: Exceptional Performance	06/19/2016		
1140/1141	Human Resources	Reclassification	Human Resources Generalist 00005730000002	Human Resources Business Partner 00076637	1	30M	01 \$ 60,004.46 02 \$ 62,673.10 03 \$ 65,692.22 04 \$ 68,648.11 05 \$ 71,664.74	32M	01 \$ 65,692.22 02 \$ 68,648.11 03 \$ 71,664.74 04 \$ 74,627.70 05 \$ 78,222.56	<input type="checkbox"/> Immediate Recruitment Need <input type="checkbox"/> Internal Equity <input checked="" type="checkbox"/> Misclassification <input type="checkbox"/> No Incumbent <input type="checkbox"/> Red Circled <input type="checkbox"/> Retention <input type="checkbox"/> Other: Exceptional Performance	06/19/2016		
1140/1141	Human Resources	Reclassification	Human Resources Coordinator MHD 00006980000003	Human Resources Business Partner 00076637	1	30M	01 \$ 60,004.46 02 \$ 62,673.10 03 \$ 65,692.22 04 \$ 68,648.11 05 \$ 71,664.74	32M	01 \$ 65,692.22 02 \$ 68,648.11 03 \$ 71,664.74 04 \$ 74,627.70 05 \$ 78,222.56	<input type="checkbox"/> Immediate Recruitment Need <input type="checkbox"/> Internal Equity <input checked="" type="checkbox"/> Misclassification <input type="checkbox"/> No Incumbent <input type="checkbox"/> Red Circled <input type="checkbox"/> Retention <input type="checkbox"/> Other: Exceptional Performance	06/19/2016		
1140/1141	Human Resources	Reclassification	Human Resources Coordinator Zoo 00005750000002	Human Resources Business Partner 00076637	1	30M	01 \$ 60,004.46 02 \$ 62,673.10 03 \$ 65,692.22 04 \$ 68,648.11 05 \$ 71,664.74	32M	01 \$ 65,692.22 02 \$ 68,648.11 03 \$ 71,664.74 04 \$ 74,627.70 05 \$ 78,222.56	<input type="checkbox"/> Immediate Recruitment Need <input type="checkbox"/> Internal Equity <input checked="" type="checkbox"/> Misclassification <input type="checkbox"/> No Incumbent <input type="checkbox"/> Red Circled <input type="checkbox"/> Retention <input type="checkbox"/> Other: Exceptional Performance	06/19/2016		
3010/3010	Election Commission	Reclassification	Specialist Election Support 00083501000001	Specialist Election Support 00083501000001	1	17	01 \$ 39,444.91 02 \$ 40,651.73 03 \$ 41,800.72 04 \$ 43,011.07 05 \$ 44,676.53	22M	01 \$ 45,552.42 02 \$ 47,411.10 03 \$ 48,954.88 04 \$ 50,565.63 05 \$ 52,481.31	<input type="checkbox"/> Immediate Recruitment Need <input type="checkbox"/> Internal Equity <input checked="" type="checkbox"/> Misclassification <input checked="" type="checkbox"/> No Incumbent <input type="checkbox"/> Red Circled <input type="checkbox"/> Retention <input type="checkbox"/> Other:	06/19/2016		

**Finance, Personnel & Audit Committee Meeting
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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				
4800/4802	OEM	Reclassification	Municip Emerg Serv Coord 00012721000001 / 2	Emergency Management Coordinator TBD	2	24	01	\$ 49,500.26	28M	01	\$ 56,542.72	Immediate Recruitment Need	06/19/2016
							02	\$ 51,393.26		02	\$ 57,278.21	Internal Equity	
							03	\$ 53,281.90		03	\$ 60,004.46	X Misclassification	
							04	\$ 55,170.54		04	\$ 62,673.10	X No Incumbent	
							05	\$ 57,667.38		05	\$ 65,692.22	Red Circled	
										Retention			
										Other:			

RECLASS
DAS FISCAL FORM
5/24/2016

RECLASSIFICATION DAS FISCAL FORM

Department: 1140
Date of Reclassification Request: 5/20/2016
Date of Anticipated Reclassification: 6/19/2016

Item	Org Unit	Low Org	Title Code	Position Name	Pay Range	Step	No. of Positions	FTEs	Hrly Rate						2016 total	Annual Total
										Biweekly Salary	Social Security	Fringe Benefits**	Pay Periods Remaining			
EXISTING POSITION(S)*:																
1	1140	1141	00005730000002	Human Resources Generalist	30m	04	1	1.0	33.00	2,640	202	894	14	52,304	97,137	
2	1140	1141	00006980000003	Human Resources Coordinator MHD	30m	02	1	1.0	30.13	2,411	184	862	14	48,400	89,886	
3	1140	1141	00005750000002	Human Resources Coordinator Zoo	30m	03	1	1.0	31.58	2,527	193	878	14	50,373	93,550	
													SUBTOTAL:	151,077	280,572	
RECLASS POSITION(S)*:																
1	1140	1141	00076637	Human Resources Business Partner	32M	03	1	1.0	34.45	2,756	211	910	14	54,275	100,797	
2	1140	1141	00076637	Human Resources Business Partner	32M	01	1	1.0	31.58	2,527	193	878	14	50,373	93,550	
3	1140	1141	00076637	Human Resources Business Partner	32M	02	1	1.0	33.00	2,640	202	894	14	52,304	97,137	
													SUBTOTAL:	156,953	291,483	
TOTAL COST:													5,875	10,911		

* Pension Fixed Rate for 2016 = 13.70% of salary (No impact on Health Insurance of this action)

**

DOES THE DEPARTMENT HAVE SUFFICIENT FUNDS FOR THE ADVANCEMENT: Yes

COMMENT/NARRATIVE (optional):

S.M. Wu
Director of Performance, Strategy, and Budget

5.24.2016
DATE

RECLASS
DAS FISCAL FORM
5/20/2016

RECLASSIFICATION DAS FISCAL FORM

Department: 4800
Date of Reclassification Request: 5/20/2016
Date of Reclassification advancement: 6/19/2016

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	2016 total	Annual Total	
																SUBTOTAL:
EXISTING POSITION(S)*:																
1	4800	4802	00012721000001 / 2	Municip Emerg Serv Coord	24	01	2	1.0	23.80	1,904	146	793	14	79,585	147,801	
2	4800	4802	00012721000003	Municip Emerg Serv Coord	24	05	1	1.0	27.72	2,218	170	836	14	45,129	83,812	
													SUBTOTAL:		124,715	231,613
RECLASS POSITION(S)*:																
1	4800	4802	TBD	Emergency Management Coordinator	28M	01	2	1.0	27.18	2,175	166	830	14	88,789	164,893	
2	4800	4802	TBD	Emergency Management Coordinator	28M	03	1	1.0	28.85	2,308	177	848	14	46,656	86,648	
													SUBTOTAL:		135,445	251,541
													TOTAL COST:		10,730	19,928

* Pension Fixed Rate for 2016 = 13.70% of salary (No impact on Health Insurance of this action)

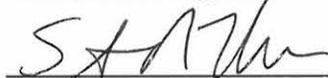
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DOES THE DEPARTMENT HAVE SUFFICIENT FUNDS FOR THE ADVANCEMENT:

Yes

No

COMMENT/NARRATIVE (optional):



Director of Performance, Strategy, and Budget

5-23-2016

DATE

RECLASS
DAS FISCAL FORM
5/20/2016

RECLASSIFICATION DAS FISCAL FORM

Department: 5100
Date of Reclass Request: 5/20/2016
Date of anticipated Reclass: 6/19/2016

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	2016 total	Annual Total
EXISTING POSITION(S)*:															
1	5100	5130	00067	Secretarial Assistant NR	04PM	01	1	1.0	14.52	1,161	89	691	14	27,176	50,471
2															
3															
													SUBTOTAL:	27,176	50,471
RECLASS POSITION(S)*:															
1	5100	5130	00702	Administrative Coordinator	22M	01	1	1.0	21.90	1,752	134	772	14	37,213	69,110
2															
3															
													SUBTOTAL:	37,213	69,110
													TOTAL COST:	10,037	18,639

* Pension Fixed Rate for 2016 = 13.70% of salary (No impact on Health Insurance of this action)

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DOES THE DEPARTMENT HAVE SUFFICIENT FUNDS FOR THE ADVANCEMENT:

Yes

No

COMMENT/NARRATIVE (optional):



Director of Performance, Strategy, and Budget

5.23.2016

DATE

**Appointments at an Advanced Step of the Pay Range
Finance, Personnel & Audit Committee Report
June 2016**

^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
2430	Child Support	Child Support Specialist 00012520000017	Child Support Coordinator 00008840000002	22M	01	\$ 21.9002	\$ 45,552.42	3	05/09/2016	Promotion
					02	\$ 22.7938	\$ 47,411.10			
					03	\$ 23.5300	\$ 48,954.88			
					04	\$ 24.3104	\$ 50,565.63			
					05	\$ 25.2314	\$ 52,481.31			
4500	District Attorney	Clerical Assistant 1	N/A	03P	01	\$ 13.8626	\$ 28,834.21	3	05/23/2016	Training and Experience exceed the maximum qualifications for the position
					02	\$ 14.3519	\$ 29,851.95			
					03	\$ 14.8410	\$ 30,869.28			
					04	\$ 15.3304	\$ 31,887.23			
					05	\$ 15.8198	\$ 32,905.18			
					06	\$ 16.3090	\$ 33,922.72			
					07	\$ 16.7985	\$ 34,940.88			
					08	\$ 17.2875	\$ 35,958.00			
					09	\$ 17.7769	\$ 36,975.95			
4500	District Attorney	Paralegal	N/A	19L	01	\$ 18.9639	\$ 39,444.91	5	06/06/2016	Training and Experience exceed the maximum qualifications for the position
					02	\$ 19.8173	\$ 41,219.98			
					03	\$ 20.7089	\$ 43,074.51			
					04	\$ 21.6410	\$ 45,013.28			
					05	\$ 22.6148	\$ 47,038.78			
					06	\$ 23.6321	\$ 49,154.77			
					07	\$ 24.6958	\$ 51,367.26			
					08	\$ 25.7334	\$ 53,525.47			
7900	Aging	Info and Outreach Coordinator	N/A	23	01	\$ 23.2475	\$ 48,354.80	2	06/06/2016	Training and Experience exceed the maximum qualifications for the position
					02	\$ 24.0044	\$ 49,929.15			
					03	\$ 24.7942	\$ 51,571.94			
					04	\$ 25.7334	\$ 53,525.47			
					05	\$ 26.6733	\$ 55,480.46			
9000	Parks	Park Maint Worker 2 IC 00040120000002	Park Unit Coordinator 2 00040220000020	24M	01	\$ 23.3340	\$ 48,534.72	2	04/11/2016	Promotion
					02	\$ 24.2261	\$ 50,390.23			
					03	\$ 25.1166	\$ 52,242.53			
					04	\$ 26.0067	\$ 54,093.94			
					05	\$ 27.1840	\$ 56,542.72			

INFORMATIONAL ONLY

**REVISIONS TO Executive Compensation Plan (ECP) REPORT
Personnel Committee Meeting
June 2016**

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

**Dual Employment Report
Personnel Committee Meeting
June 2016**

<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
June 16, 2016**

Dept	Last Name	First Name	Middle Int	Title Description	Class	Status	Emergency Appt Date	AppType	Pay Range
DAS	Trisco	Richard	M	Director Governance & Strategy IT	A	F	5/23/2016	EA	E006
Courts	Webster	Mary	E	Sr Assistant Clerical	A	F	4/11/2016	EA	04P
Family Care	Sabesan	Bridget		RN 2 - Family Care	A	F	12/7/2015	EA	18N
Family Care	Zimmer	Kris	A	LTC Functional Screener	A	F	11/23/2015	EA	26

Temporary Appointment Report
Finance, Personnel & Audit Committee Meeting
June 16, 2016

Requestor	Dept	Last Name	First Name	Title Code	Title Description	Status	Emp Class	# of Hours in Payroll Period	Temporary Appt Date	Appt Type
DAS	1163	Schwartz	Lucas	61010008	Intern IT	I	A	0	5/9/2016	TA
IMSD	1163	Davids-Modschiedler	Julian	61010008	Intern IT	I	A	0	7/20/2015	HT
Airport	5041	Farrell	Tyler	61010003	Intern Airport	I	A	0	3/28/2016	TA
Airport	5041	Mendoza	Isaac	61010003	Intern Airport	I	A	0	5/23/2016	ST
Airport	5041	Shomberg	Timothy	61010003	Intern Airport	I	A	0	2/1/2016	TA
DOT	5120	Coleman	Kimberly	32620	Highway Mtce Wkr 2	F	A	80	11/9/2015	TA
DOT	5120	Cruz	Reynaldo	32620	Highway Mtce Wkr 2	F	A	80	11/9/2015	TA
DOT	5150	Fromm	Barry	32620	Highway Mtce Wkr 2	F	A	80	11/9/2015	TA
DOT	5110	Goodwin	Kelvin	32620	Highway Mtce Wkr 2	F	A	80	11/23/2015	TA
DOT	5110	Kohlheim	Keith	32620	Highway Mtce Wkr 2	F	A	80	11/23/2015	TA
DOT	5120	Lessard	Dean	32620	Highway Mtce Wkr 2	F	A	80	11/9/2015	TA
DOT	5160	Manka	John	32620	Highway Mtce Wkr 2	F	A	80	11/9/2015	TA
DOT	5110	Maternowski	Kyle	32620	Highway Mtce Wkr 2	F	A	80	11/9/2015	TA
DOT	5110	Monroe	Mark	32620	Highway Mtce Wkr 2	F	A	80	11/9/2015	TA
DOT	5160	Stueck	Donald	32620	Highway Mtce Wkr 2	F	A	80	11/9/2015	TA
DOT	5120	Woods	Edward	32620	Highway Mtce Wkr 2	F	A	80	11/9/2015	TA

**Temporary Assignment to a Higher Classification (TAHC) Report
Finance, Personnel & Audit Committee Meeting
June 16, 2016**

Dept	Last Name	First Name	Current Job Title	Old Pay Range	New Pay Range	TAHC Job Title	ORIG START DATE	EXTENDED/ NEW DATE	END DATE	REASON
HR	Gruchalski	Marco	Human Resources Analyst II - Emp Ben	22M-NR	30M	Human Resources Coordinator Parks	4/25/2016		7/23/2016	Vacant Position
MCSO	Hannah	Michael	Correction Officer 1	14Z	23CM	Correction Officer Lieutenant	3/25/2016		6/22/2016	Incumbent on leave
MCSO	Gottschalk	Mitchell	Deputy Sheriff	17BZ	30M	Sheriff Lieutenant	4/11/2016		7/11/2016	Vacant Position
MCSO	Witek	Mark	Deputy Sheriff LT	30M	915E	Sheriff Captain	4/13/2016		7/11/2016	Vacant Position
MCSO	Dobson	Aaron	Deputy Sheriff	17BZ	22B	Sheriff Sergeant	4/21/2016		7/18/2016	Vacant Position
MCSO	Worden	Eric	Deputy Sheriff	17BZ	22B	Sheriff Sergeant	4/21/2016		7/18/2016	Vacant Position
DHHS	Martin	Terrell	Asst. Superintendent Juvenile Det.	33M	M011	Interim Superintendent Juvenile Detent	4/13/2016		Until replacement is hired	Vacant Position
Parks	Nowakowski	Michael	Parks/Highway Maintenance Worker	13P	18Z	Park Maintenance Worker II IC	5/8/2016		7/22/2016	Incumbent on leave
Parks	Strong	Eddie	Park Worker Seasonal	5108-DC	13P	Parks/Highway Maintenance Worker	5/8/2016		7/22/2016	Incumbent on TAHC
Parks	Heller	Emily	Marketing Public Relations Coordinator	33M	36M	Manager Communications & Marketing	10/15/2015	6/23/2016		Vacant Position
Parks	Kerznar	Marie	Marketing Coordinator Sponsorship	17	33M	Marketing Public Relations Coordinator	10/15/2015	6/23/2016		Incumbent on leave
Zoo	Gottfried	Alyssa	Heritage Farm Attendant Seasonal	5119-DC	15	Zookeeper	5/9/2016		7/21/2016	Incumbent on leave