



Milwaukee County

Department of Human Resources

INTER-OFFICE COMMUNICATION

Date: June 21, 2024
To: Marcelia Nicholson, Chairwoman, Milwaukee County Board of Supervisors
From: Tony L. Maze, Total Awards Director, Department of Human Resources
Subject: From the Chief Human Resources Officer, Department of Human Resources, providing an informational report regarding: Reclassification of Existing positions (classified and unclassified); Advancements within the Pay Range; Appointments at an Advanced Step of the Pay Range; Revisions to Executive Compensation Plan positions; Dual Employment; Emergency Appointments; Temporary Appointments; and Temporary Assignments to a Higher Classification. (INFORMATIONAL ONLY UNLESS OTHERWISE DIRECTED BY THE COMMITTEE)

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File Type: Informational Report

REQUEST

HR is providing an informational report for the July 9, 2024, Personnel Committee Meeting, Reference File 24-16. Attached are a series of informational reports listing various personnel transactions that have been approved for implementation.

POLICY

Table with 2 columns: Statute/Ordinance and Reference. Rows include Wisconsin State Statutes (63.05 (3), 63.07) and Milwaukee County Code of General Ordinances (17.05 (2), 17.10, 17.09, 17.23, 17.08, 17.085, 17.265).

BACKGROUND

These reports are provided in accordance with the provisions of Chapter 17 of the County General Ordinances and may be included on the upcoming agenda of the Personnel Committee Meeting for informational purposes.

Table with 2 columns: Action Item and Date/Reference. Rows include Related File No's (File 24-16, 24-321) and Previous Action Date(s) (1/16/2024, 3/5/2024, 5/7/2024, 6/4/2024).

ALIGNMENT TO STRATEGIC PLAN

Describe how the item aligns to the objectives in the strategic plan:

- 1A: Reflect the full diversity of the County at every level of County government
1B: Create and nurture an inclusive culture across County government
1C: Increase the number of County contracts awarded to minority and women-owned businesses
2A: Determine what, where, and how we deliver services to advance health equity
2B: Break down silos across County government to maximize access to and quality of services offered
2C: Apply a racial equity lens to all decisions
3A: Invest "upstream" to address root causes of health disparities
3B: Enhance the County's fiscal health and sustainability
3C: Dismantle barriers to diverse and inclusive communities

FISCAL EFFECT

Departments work with the Department of Administrative Services' budget analyst to ensure funds are available for these actions.

VIRTUAL MEETING INVITES

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PREPARED BY:

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Genaro Baez, Director of Talent Acquisition, HR Operations and Learning & Development, Department of Human Resources
Dan Laurila, Operating Budget Manager, Department of Administrative Services

APPROVED BY:

Margo Franklin, Chief Human Resources Officer, Department of Human Resources

ATTACHMENTS:

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 June 11, 2024)

cc: Kelly Bablitch, Chief of Staff, Milwaukee County Board of Supervisors
Janelle M. Jensen, Legislative Services Division Manager, Office of the County Clerk
Mary Jo Meyers, Chief of Staff, Milwaukee County Executive's Office
Aaron Hertzberg, Director, Department of Administrative Services
Joe Lamers, Director - Strategy, Performance & Budget
Steve Cady, Research & Policy Director, Office of the Comptroller
HR Business Partners
Clarence Kinnard, Committee Coordinator, Office of the County Clerk

**Personnel Committee Meeting
Compensation Report
July 2024**

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 #	Type	Agency Name	Current Title	Recommended Title	# of Positions	Current Grade	Current			New Grade	Recommended			Classification	Percentage	Effective Date	Comp Reason
							Min	Max	Current Sal Only		Min	Max	New Sal Only				
1	Reclassification	Strategy, Budget, and Performance	Strategy Analyst	Project Manager Strategic Planning	1	30	\$68,307.20	\$81,556.80	\$78,041.60	33M	\$79,726.40	\$94,993.60	\$85,000.00	Classified	8.92%	6/23/2024	Reclassing position to align job title with job duties and responsibilities.
2	Reclassification	DAS	Workplace Designer	Associate Project Manager	1	24D	\$66,123.20	\$83,616.00	\$75,129.60	32Z1	\$63,211.20	\$96,907.20	\$76,440.00	Classified	1.74%	8/4/2024	Reclassing position to align job title with job duties and responsibilities.
3	Reclassification	Fleet	Fleet Assistant	Administrative Assistant DOT	1	06P	\$41,808.00	\$53,601.60	\$44,761.60	NR17	\$40,539.20	\$60,819.20	\$54,080.00	Classified	20.82%	8/4/2024	Reclassing position to align job title with job duties and responsibilities.
4	Reclassification	Transportation Services	Engineer Nm	Engineering Project Manager	1	32Z1	\$63,211.20	\$96,907.20	\$96,907.20	34A	\$95,451.20	\$115,793.60	\$99,486.40	Classified	2.66%	8/4/2024	Reclassing position to align job title with job duties and responsibilities.
5	Reclassification	DHHS	Intern DHHS	Community Health Coordinator	1	01IM	\$27,518.40	\$42,120.00	\$42,120.00	30M	\$69,680.00	\$83,200.00	\$69,680.00	Classified	65.43%	8/4/2024	Reclassing position to align job title with job duties and responsibilities.
6	Reclassification	Courts	Associate Accountant	Analyst Budget & Management	1	NR17	\$40,539.20	\$60,819.20	\$55,931.20	NR23	\$57,512.00	\$86,257.60	\$59,467.20	Classified	6.32%	8/4/2024	Reclassing position to align job title with job duties and responsibilities.
7	Advancement	MCDOT	Sr Manager Grants Development	Sr Manager Grants Development	1	37M	\$94,993.60	\$112,985.60	\$107,473.60	37M	\$94,993.60	\$112,985.60	\$112,985.00	Classified	5.13%	7/21/2024	Equity issue being addressed
8	Advancement	Airport	Executive Director Airport	Executive Director Airport	1	NR40E	\$154,814.40	\$232,232.00	\$203,942.00	NR40E	\$154,814.40	\$232,232.00	\$208,020.00	Unclassified	2.00%	2/4/2024	Equity issue being addressed
9	Advancement	Corp Counsel	Assistant Corporation Counsel	Assistant Corporation Counsel	1	34Z	\$54,454.40	\$132,454.40	\$104,561.60	34Z	\$54,454.40	\$132,454.40	\$111,217.60	Classified	6.37%	8/4/2024	Equity issue being addressed
10	Advancement	Corp Counsel	Assistant Corporation Counsel	Assistant Corporation Counsel	1	34Z	\$54,454.40	\$132,454.40	\$93,225.60	34Z	\$54,454.40	\$132,454.40	\$99,715.20	Classified	6.96%	8/4/2024	Equity issue being addressed
11	Advancement	Highway	Highway Project Manager	Highway Project Manager	1	34M	\$83,200.00	\$99,091.20	\$84,344.00	34M	\$83,200.00	\$99,091.20	\$88,504.00	Classified	0.19%	7/7/2024	Equity issue being addressed

Appointments at an Advanced Step of the Pay Range									
Personnel Committee Report									
Jul-24									
INDEX	REASON	REQUESTOR	CURRENT CLASSIFICATION	PAY GRADE	Min	Max	Rate	APPOINTMENT DATE	JUSTIFICATION
1	New Hire	Fleet	Assistant Mechanic	15	\$20.87	\$23.34	\$21.50	5/13/2024	Training and experience exceed the minimum qualifications for this position.
2	New Hire	DHHS	ADRC Professional	16Z4	\$22.57	\$30.99	\$26.00	5/13/2024	Training and experience exceed the minimum qualifications for this position.
3	New Hire	Airport	Firefighter Equipment Operations	17B	\$23.82	\$28.75	\$24.08	5/13/2024	Training and experience exceed the minimum qualifications for this position.
4	New Hire	HR	Diversity Equity & Inclusion Program Manager	33M	\$38.33	\$45.67	\$39.42	5/13/2024	Training and experience exceed the minimum qualifications for this position.
5	New Hire	DHHS	Fiscal Assistant II Nm	NR15	\$17.34	\$26.01	\$19.49	5/13/2024	Training and experience exceed the minimum qualifications for this position.
6	New Hire	OEM	Command Duty Officer	17H	\$23.24	\$26.90	\$24.75	5/28/2024	Training and experience exceed the minimum qualifications for this position.
7	New Hire	Parks	Community Engagement Coordinator	23M	\$26.46	\$30.38	\$28.00	5/28/2024	Training and experience exceed the minimum qualifications for this position.
8	New Hire	DA	Office Support Assistant II Nm	NR12	\$14.57	\$21.84	\$19.08	5/28/2024	Training and experience exceed the minimum qualifications for this position.
9	New Hire	Child Support	Child Support Assistant	NR14	\$16.37	\$24.55	\$16.39	5/28/2024	Training and experience exceed the minimum qualifications for this position.
10	New Hire	Courts	Assistant Accounting	NR15	\$17.34	\$26.01	\$20.25	5/28/2024	Training and experience exceed the minimum qualifications for this position.
11	New Hire	DAS	Facilities Grounds Worker I Nm	12Z1	\$19.44	\$22.26	\$22.26	6/10/2024	Training and experience exceed the minimum qualifications for this position.
12	New Hire	DHHS	Youth Correctional Officer	14Z1	\$30.00	\$33.69	\$31.00	6/10/2024	Training and experience exceed the minimum qualifications for this position.
13	New Hire	Parks	Horticulturist Parks	16C	\$19.35	\$30.99	\$23.34	6/10/2024	Training and experience exceed the minimum qualifications for this position.
14	New Hire	DHHS	Human Ser Wkr Nm	16Z4	\$22.57	\$30.99	\$27.00	6/10/2024	Training and experience exceed the minimum qualifications for this position.
15	New Hire	DHHS	Human Ser Wkr Nm	16Z4	\$22.57	\$30.99	\$27.00	6/10/2024	Training and experience exceed the minimum qualifications for this position.
16	New Hire	DHHS	Disability Benefits Specialist	16Z4	\$22.57	\$30.99	\$26.00	6/10/2024	Training and experience exceed the minimum qualifications for this position.
17	New Hire	Parks	Community Engagement Coordinator	23M	\$26.46	\$30.38	\$28.00	6/10/2024	Training and experience exceed the minimum qualifications for this position.
18	New Hire	DHHS	Strategic Initiatives & Transformation	902E	\$93,017.60	\$137,779.20	\$48.08	6/10/2024	Training and experience exceed the minimum qualifications for this position.
19	New Hire	Sheriff	Clerical Assistant	NR13	\$15.44	\$23.16	\$19.00	6/10/2024	Training and experience exceed the minimum qualifications for this position.
20	New Hire	DAS	Administrative Assistant	NR17	\$19.49	\$29.24	\$27.75	6/10/2024	Training and experience exceed the minimum qualifications for this position.

**REVISIONS TO Executive Compensation Plan (ECP) REPORT
Personnel Committee Meeting
July 2024**

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

**Dual Employments
Personnel Committee Meeting
July 2024**

Dept	Last Name	First Name	Current Classification	Current Pay Range	Dual Employment	Dual Employment Pay Range
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Currently, there are no "Dual Appointments" to report.

**Emergency Appointment Report
Personnel Committee Meeting
July 2024**

Dept	Last Name	First Name	Title Description	Class	Status	Emergency Appt Date	AppType	Pay Range
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Currently, there are no "Emergency Appointments" to report.

**Temporary Appointment Report
Personnel Committee Meeting
July 2024**

Requestor	Dept	Last/First Name	Title Code	Title Description	Emp Class	Status	# of Hours in Payroll Period	Temporary Appt Date	Appt Type
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Currently, there are no "Temporary Appointments" to report.

**Temporary Assignment to a Higher Classification (TAHC) Report
Personnel Committee Meeting
July**

<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>
CRC	Anderson	Roshanda	Correctional Officer LT	23cmc	916e	Correction Manager	2/4/2024	5/5/2024	8/3/2024	Damon Key
Courts	Bishop	Sheryl	Accounting Supervisor	nr25	nr25	Sr. Budget and Management Analyst	4/15/2024		6/14/2024	Maria Estrada
OCC	Brown	Scott	Corporation Counsel	37am	904e	Deputy Corp Counsel	3/5/2024	6/4/2024	9/2/2024	Magaret Daun
CRC	Caradine	Purlanda	Correctional Officer Seargents	22c	23cmc	Correctional Officer Lieutenant	12/31/2023	3/31/2024	6/29/2024	Marcres Hughes
CRC	Cefalu	Adina	Correctional Officer	14z1	22c	Correctional Officer Segeant	12/31/2023	3/31/2024	6/29/2024	Purlanda Caradine
CRC	(Chaves)Garin	Olaya	laundry Plant Operator	15	18m	Laundry Plant Lead	4/7/2024		7/6/2024	Sandra LaFlamme
HHS	Cherry	Rashaan	Integrated Services Manager SOC	m010	e001	Associate Director Wraparound	1/16/2024	4/16/2024	7/16/2024	Jenna Kreuzer
Parks	Garcia-Fereira	Jesus	Park Maint Worker 2 LC	20	27	Parks Unit Coordinator-9168 Recreation	3/10/2024		6/11/2024	Riley Garcia
Zoo	Graves	Kimberly	Communications Coordinator	22	30m	Public Relations Manager	1/29/2024	4/30/2024	7/30/2024	Jennifer Diliberti-Shea
CRC	Gray	Joyce	Correctional Officer	14z1	22c	Correctional Officer Sergeant	3/31/2024		6/29/2024	Eric Hill
CRC	Laflamme	Sandra	Laundry Plamy Lead	18m	27m	Laundry Plant Manager	3/31/2024		6/29/2024	Ternase Jones
Parks	Liss	Amber	Horticultural Supervisor	24m	914e	Botanical Gardens Director	3/6/2024		6/6/2024	Shirley Walczak
DHHS	Roberson	Tamika	ADRC Professional Options Counselor	16z4	27	ADRC Professional Options Counselor	3/18/2024		6/17/2024	Eileen McClendon
Zoo	Salentine	Emily	Marketing and Events Manager	32m	917e	Director Marketing and Communications	3/2/2024		6/2/2024	Laura Touhey
Parks	Stevens	Thomas	Park Worker Seasonal Lead	9	17z1	Park Maintenance Worker	4/14/2024		7/14/2024	Atif Davis
CRC	Wright	Gina	Fiscal Specialist	nr15	nr17	Administrative Assistant	1/14/2024	4/14/2024	7/13/2024	Alyssa Roman