

COUNTY OF MILWAUKEE
Department of Human Resources
INTER-OFFICE COMMUNICATION

DATE : August 28, 2017

To : Committee on Personnel

FROM : Matt Hanchek, Director Total Rewards 

SUBJECT : **Informational Report for September 2017
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 August 21, 2017)

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 September 15, 2017 Personnel Committee Meeting for informational purposes.

Copy: HR Managers

Personnel Committee Meeting
Compensation Report
September 2017

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 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	Percentage								
						PAY RANGE	ANNUAL PAY RATE	PAY RANGE	ANNUAL PAY RATE											
1140/1149	HR	Reclassification	Analyst Info System 00004887000001	Manager Info System 00004888000001	1	28M	01 \$ 57,679.14	01 \$ 63,992.83	Immediate Recruitment Need	07/02/2017	10.84%									
							02 \$ 58,429.55	02 \$ 67,012.64	Internal Equity											
							03 \$ 61,210.59	03 \$ 70,027.94	X Misclassification											
							04 \$ 63,932.81	04 \$ 73,105.20	No Incumbent											
							05 \$ 67,012.58	05 \$ 76,127.92	Red Circled											
										Retention										
										Other: Exceptional Performance										
1140/1149	HR	Reclassification	Sr Analyst Pension 00005662000001	Analyst Data Quality 00005663000001	1	32M	01 \$ 67,012.64	01 \$ 51,403.13	Immediate Recruitment Need	07/02/2017	0.00%									
							02 \$ 70,027.94	02 \$ 53,292.60	Internal Equity											
							03 \$ 73,105.20	03 \$ 55,181.22	X Misclassification											
							04 \$ 76,127.71	04 \$ 57,679.23	X No Incumbent											
							05 \$ 79,794.83	05 \$ 58,429.50	Red Circled											
										Retention										
										Other: Exceptional Performance										
1151/5702	DAS	Reclassification	Electrical Mech Supervisor 00024000000003	Electrical Mech 000238000000030	1	54I2	01 \$ 72,641.02	01 \$ 65,993.51	Immediate Recruitment Need	07/31/2017	0.00%									
																	Internal Equity			
																	X Misclassification			
																	X No Incumbent			
																	Red Circled			
										Retention										
										Other: Exceptional Performance										
4300/4311	HOC	Equity	Correction Manager 00077110000009	N/A	1	915E	01 \$ 64,490.57	01 \$ 64,490.87	Immediate Recruitment Need	07/16/2017	6.05%									
							02 \$ 67,714.96	02 \$ 67,714.93	X Internal Equity											
							03 \$ 70,940.32	03 \$ 70,940.32	Misclassification											
							04 \$ 74,164.40	04 \$ 74,164.40	No Incumbent											
							05 \$ 77,389.13	05 \$ 77,389.13	Red Circled											
							06 \$ 79,808.41	06 \$ 79,808.41	Retention											
							07 \$ 82,226.21	07 \$ 82,226.21	Other: Exceptional Performance											
							08 \$ 83,838.15	08 \$ 83,838.15												
							09 \$ 85,450.09	09 \$ 85,450.09												
4300/4354	HOC	Performance	Laundry Cloth Prod Asst Supervisor 00016470000006	N/A	1	13	01 \$ 35,867.71	01 \$ 35,867.71	Immediate Recruitment Need	07/16/2017	3.15%									
							02 \$ 36,988.84	02 \$ 36,988.84	Internal Equity											
							03 \$ 38,117.22	03 \$ 38,117.22	Misclassification											
							04 \$ 39,196.37	04 \$ 39,196.37	No Incumbent											
							05 \$ 40,237.75	05 \$ 40,237.75	Red Circled											
										Retention										
										Other: Exceptional Performance										
4500/4501	DA	Reclassification	Clerical Assistant 2 00000112000001	Secretarial Assistant TBD	1	04Z1	01 \$ 31,588.68	01 \$ 37,622.60	Immediate Recruitment Need	08/13/2017	19.10%									
							02 \$ 32,520.53	02 \$ 38,063.75	Internal Equity											
							03 \$ 33,629.17	03 \$ 39,172.18	X Misclassification											
							04 \$ 34,737.82	04 \$ 40,281.68	No Incumbent											
							05 \$ 35,846.67		Red Circled											
							06 \$ 36,955.32		Retention											
							07 \$ 38,063.75		Other: Exceptional Performance											
							08 \$ 39,172.18													
							09 \$ 40,281.68													
4500/4501	DA	Reclassification	Clerical Assistant 2 00000112000016	Secretarial Assistant TBD	1	04Z1	01 \$ 31,588.68	01 \$ 37,622.60	Immediate Recruitment Need	08/13/2017	15.69%									
							02 \$ 32,520.53	02 \$ 38,063.75	Internal Equity											
							03 \$ 33,629.17	03 \$ 39,172.18	X Misclassification											
							04 \$ 34,737.82	04 \$ 40,281.68	No Incumbent											
							05 \$ 35,846.67		Red Circled											
							06 \$ 36,955.32		Retention											
							07 \$ 38,063.75		Other: Exceptional Performance											
							08 \$ 39,172.18													
							09 \$ 40,281.68													
4500/4501	DA	Reclassification	Clerical Assistant 2 00000112000028	Secretarial Assistant TBD	1	04Z1	01 \$ 31,588.68	01 \$ 37,622.60	Immediate Recruitment Need	08/13/2017	0.00%									
							02 \$ 32,520.53	02 \$ 38,063.75	Internal Equity											
							03 \$ 33,629.17	03 \$ 39,172.18	X Misclassification											
							04 \$ 34,737.82	04 \$ 40,281.68	No Incumbent											
							05 \$ 35,846.67		Red Circled											
							06 \$ 36,955.32		Retention											
							07 \$ 38,063.75		Other: Exceptional Performance											
							08 \$ 39,172.18													
							09 \$ 40,281.68													

Personnel Committee Meeting
 Compensation Report
 September 2017

In accordance with the provisions of Chapter 17 of the Milwaukee County General Ordinances, the Director of Human Resources intends to approve for implementation.
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 (Reclassifications, Advancements Within The Pay Range and Realocations)
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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	Percentage		
						PAY RANGE	ANNUAL PAY RATE	PAY RANGE	ANNUAL PAY RATE					
4500/4501	DA	Reclassification	Clerical Assistant 2 00000112000047	Secretarial Assistant TBD	1	04Z1	09	\$ 40,281.68	04Z3	01	\$ 37,622.60	Immediate Recruitment Need Internal Equity Misclassification No Incumbent Red Circled Retention Other: Exceptional Performance	08/13/2017	0.00%
							01	\$ 31,588.68		02	\$ 38,063.75			
							02	\$ 32,520.53		03	\$ 39,172.18			
							03	\$ 33,629.17		04	\$ 40,281.68			
							04	\$ 34,737.82						
							05	\$ 35,846.67						
							06	\$ 36,955.32						
							07	\$ 38,063.75						
							08	\$ 39,172.18						
5040/5041	Airport	Reclassification	Noise Program Manager 00037336000001	Aviation Analyst 00037337000001	1	32M	01	\$ 67,012.64	33M	01	\$ 70,027.94	Immediate Recruitment Need Internal Equity Misclassification No Incumbent Red Circled Retention Other: Exceptional Performance	07/16/2017	0.00%
							02	\$ 70,027.94		02	\$ 73,105.20			
							03	\$ 73,105.20		03	\$ 76,127.71			
							04	\$ 76,127.71		04	\$ 79,794.83			
							05	\$ 79,794.83		05	\$ 83,483.23			
8000/8211	DHHS	Reclassification	Contract Service Coord 00055731000010	Contract Manager 12011022000001	1	27	01	\$ 56,279.47	901E	Min	\$ 64,489.57	Immediate Recruitment Need Internal Equity Misclassification No Incumbent Red Circled Retention Other: Exceptional Performance	07/16/2017	0.00%
							02	\$ 58,826.49		Mid	\$ 79,446.64			
							03	\$ 61,379.66		Max	\$ 91,166.40			
							04	\$ 64,301.39						
							05	\$ 67,160.95						

RECLASS
 DAS FISCAL FORM
 8/24/2017

RECLASSIFICATION DAS FISCAL FORM

Department: Human Resources
 Date of Advancement Request: 8/23/2017
 Date of anticipated advancement: 7/2/2017

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	2017 total	Annual Total	
EXISTING POSITION(S)*:																
1	1140	1149	00004887000001	Analyst Info System	28m	01	1	1.0	27.73	2,218	170	815	13	41,646	83,292	
2																
3																
													SUBTOTAL:	41,646	83,292	
RECLASS POSITION(S)*:																
1	1140	1149	00004888000001	Manager Info System	31m	01	1	1.0	30.74	2,459	188	848	13	45,430	90,859	
2																
3																
													SUBTOTAL:	45,430	90,859	
													TOTAL COST:		3,784	7,568

* Pension Fixed Rate for 2017 = 13.36% of salary (No impact on Health Insurance of this action)

DOES THE DEPARTMENT HAVE SUFFICIENT FUNDS FOR THE ADVANCEMENT:

Yes

No

COMMENT/NARRATIVE (optional):



 Director of Performance, Strategy, and Budget

8.24.2017

 DATE

RECLASS
DAS FISCAL FORM
8/23/2017

RECLASSIFICATION DAS FISCAL FORM

Department: 1160
Date of Advancement Request: 8/23/2017
Date of anticipated advancement: 7/16/2017

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	2017 total	Annual Total
EXISTING POSITION(S)*:															
1	1160	1164	11002018	Director Applications IT	903E	03	1	1.0	60.51	4,840	370	1,166	12	76,517	165,786
2															
3															
													SUBTOTAL:	76,517	165,786
RECLASS POSITION(S)*:															
1	1160	1164	11002018	Director Applications IT	919E	06	1	1.0	61.41	4,913	376	1,175	12	77,571	168,070
2															
3															
													SUBTOTAL:	77,571	168,070
													TOTAL COST:	1,054	2,284

* Pension Fixed Rate for 2017 = 13.36% of salary (No impact on Health Insurance of this action)

DOES THE DEPARTMENT HAVE SUFFICIENT FUNDS FOR THE ADVANCEMENT:

Yes

No

COMMENT/NARRATIVE (optional):



Director of Performance, Strategy, and Budget

8-24-2017

DATE

RECLASS
DAS FISCAL FORM
8/24/2017

RECLASSIFICATION DAS FISCAL FORM

Department: District Attorney
Date of Advancement Request: 8/23/2017
Date of anticipated advancement: 8/13/2017

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	2017 total	Annual Total
EXISTING POSITION(S)*:															
1	4500	4501	00000112000001	Clerical Assistant 2	04z1	01	1	1.0	15.19	1,215	93	681	10	19,892	51,719
2	4500	4501	00000112000016	Clerical Assistant 2	04z1	02	1	1.0	15.63	1,251	96	686	10	20,326	52,847
3															
													SUBTOTAL:	40,218	104,567
RECLASS POSITION(S)*:															
1	4500	4501	TBD	Secretarial Assistant	04z3	01	1	1.0	18.09	1,447	111	712	10	22,700	59,021
2	4500	4501	TBD	Secretarial Assistant	04z3	01	1	1.0	18.09	1,447	111	712	10	22,700	59,021
3															
													SUBTOTAL:	45,401	118,042
													TOTAL COST:	5,183	13,476

* Pension Fixed Rate for 2017 = 13.36% of salary (No impact on Health Insurance of this action)

DOES THE DEPARTMENT HAVE SUFFICIENT FUNDS FOR THE ADVANCEMENT:

Yes

No

COMMENT/NARRATIVE (optional):

S. A. V. K.

Director of Performance, Strategy, and Budget

8.24.2017

DATE

RECLASS
DAS FISCAL FORM
8/23/2017

RECLASSIFICATION DAS FISCAL FORM

Department: Department of Health and Human Services
Date of Advancement Request: 8/23/2017
Date of anticipated advancement: 7/16/2017

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	2017 total	Annual Total
EXISTING POSITION(S)*:															
1	8000	8211	11001017	Adminstrator Contract DHHS	901E	05	1	1.0	40.15	3,212	246	948	12	52,864	114,539
													SUBTOTAL:	52,864	114,539
RECLASS POSITION(S)*:															
1	8000	8211	11001029	Administrator Contract DHHS	917E	03	1	1.0	43.44	3,475	266	983	12	56,695	122,838
2															
3															
													SUBTOTAL:	56,695	122,838
													TOTAL COST:	3,830	8,299

* Pension Fixed Rate for 2017 = 13.36% of salary (No impact on Health Insurance of this action)

DOES THE DEPARTMENT HAVE SUFFICIENT FUNDS FOR THE ADVANCEMENT:

Yes

COMMENT/NARRATIVE (optional):

SMA

Director of Performance, Strategy, and Budget

8.24.2017

DATE

**Appointments at an Advanced Step of the Pay Range
Personnel Committee Report
September 2017**

^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
HOC	4300	N/A	Correction Manager	915E	01	\$ 31.0052	\$ 64,490.87	3	06/18/2017	Training and experience exceed the maximum qualifications for this position.
					02	\$ 32.5553	\$ 67,714.96			
					03	\$ 34.1059	\$ 70,940.32			
					04	\$ 35.6560	\$ 74,164.40			
					05	\$ 37.2063	\$ 77,389.13			
					06	\$ 38.3694	\$ 79,808.41			
					07	\$ 39.5318	\$ 82,226.21			
					08	\$ 40.3068	\$ 83,838.15			
Airport	5040	N/A	Firefighter Equipment Operator	17B	01	\$ 18.8395	\$ 55,007.57	2	06/19/2017	Training and experience exceed the maximum qualifications for this position.
					02	\$ 19.9013	\$ 58,107.82			
					03	\$ 20.6762	\$ 60,370.37			
					04	\$ 21.2381	\$ 62,011.00			
					05	\$ 21.6630	\$ 63,251.63			
					06	\$ 22.0877	\$ 64,491.67			
					07	\$ 22.8664	\$ 66,765.31			
					08	\$ 23.7618	\$ 69,379.70			
Aging	7900	N/A	Human Service Worker	16Z4	01	\$ 19.6178	\$ 40,805.02	3	06/05/2017	Training and experience exceed the maximum qualifications for this position.
					02	\$ 19.7395	\$ 41,058.25			
					03	\$ 20.2975	\$ 42,218.73			
					04	\$ 20.8852	\$ 43,441.18			
					05	\$ 21.6939	\$ 45,123.29			
					06	\$ 22.5593	\$ 46,923.26			
					07	\$ 23.4800	\$ 48,838.35			
					08	\$ 24.2444	\$ 50,428.44			
					09	\$ 25.0421	\$ 52,087.66			
					10	\$ 25.9907	\$ 54,060.73			
					11	\$ 26.4774	\$ 55,072.89			
					12	\$ 26.9482	\$ 56,052.29			
DHHS	8000	N/A	Community Intervention Specialist	24	01	\$ 24.0362	\$ 49,995.26	3	06/19/2017	Training and experience exceed the maximum qualifications for this position.
					02	\$ 24.9554	\$ 51,907.20			
					03	\$ 25.8725	\$ 53,814.72			
					04	\$ 26.7895	\$ 55,722.25			
					05	\$ 28.0019	\$ 58,244.05			
DHHS	8000	N/A	Community Intervention Specialist	24	01	\$ 24.0362	\$ 49,995.26	2	06/19/2017	Training and experience exceed the maximum qualifications for this position.
					02	\$ 24.9554	\$ 51,907.20			
					03	\$ 25.8725	\$ 53,814.72			
					04	\$ 26.7895	\$ 55,722.25			
					05	\$ 28.0019	\$ 58,244.05			

**REVISIONS TO Executive Compensation Plan (ECP) REPORT
Personnel Committee Meeting
September 15, 2017**

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

Dual Employment Report
Personnel Committee Meeting
September 15, 2017

<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
Personnel Committee Meeting
September 15, 2017**

<u>Dept</u>	<u>Last Name</u>	<u>First Name</u>	<u>Title</u>	<u>Description</u>	<u>Class</u>	<u>Status</u>	<u>Emergency Appt Date</u>	<u>AppType</u>	<u>Pay Range</u>
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**Temporary Appointment Report
Personnel Committee Meeting
September 15, 2017**

Requestor	Dept	Last Name	First Name	Title Code	Title Description	Emp Class	Status	# of Hours in Payroll Period	Temporary Appt Date	Appt Type
DAS	1163	Gorall	Sean	61010022	Intern Information Tech	I	A	20	8/14/2017	HT
DAS	1163	Hart	Pansyette	61010022	Intern Information Tech	I	A	0	7/3/2017	HT
DAS	1163	Heinrich	Kristian	61010022	Intern Information Tech	I	A	40	8/14/2017	HT
Fleet	6160	McQuestion	Andrew	32620	Highway Mtce Wkr 2	F	A	80	10/24/2016	TA

**Temporary Assignment to a Higher Classification (TAHC) Report
Personnel Committee Meeting
September 15, 2017**

<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>
Child Support	Williams	April	Paralegal	19L	24M	Child Support Supervisor	4/10/2017	9/6/2017		Vacant position
Courts	Bajurny	Susan	Deputy Administrator Division	28M	33M	Asst. Chief Deputy Clrk Div	7/3/2017		8/1/2017	Incumbent on LOA
Courts	Blalock	Shatondria	Sr. Clerical Assistant	04P	05P	Specialist Clerical Cts	6/5/2017		9/3/2017	Vacant position
Courts	Immier	Michael	Assistant Clerical	04P	12	Clerk Court Services	6/19/2017		9/17/2017	Vacant position
Courts	Neu	Brian	Assistant Administrative	06P	29M	Coordinator Court	8/11/2017		11/2/2017	Incumbent on LOA
Courts	Sandoval	Diana	Clerk Court Services	12	16	Specialst Court Services	6/19/2017		9/17/2017	Vacant position
DHHS	Holton	William	Fiscal Specialist	05P	27	Contract Services Coordinator	6/19/2017		9/9/2017	Vacant position
Juvenile	Taylor	Lathel	Supervisor Juvenile CoOfficer-	28M	33M	Asst Superintendent Juv Det	5/23/2017	8/23/2017		Incumbent retired
MCSO	Anagnostopoulos	George	Deputy Sheriff	17BZ	22B	Deputy Sheriff Sgt	5/3/2017	11/2/2017		Incumbent TAHC'ed
MCSO	Beal	Thomas	Deputy Sheriff	17BZ	30M	Deputy Sheriff LT	4/30/2017	10/27/2017		Vacant position
MCSO	Boone	Wesley	Deputy Sheriff	17BZ	30M	Deputy Sheriff LT	4/30/2017	10/27/2017		Vacant position
MCSO	Cunningham	Terina	Correction Officer	14Z1	23CM	Correction Officer LT	5/30/2017	10/28/2017		Vacant position
MCSO	Pawlek	Mark	Deputy Sheriff	17BZ	22B	Deputy Sheriff Sgt	5/3/2017	11/2/2017		Incumbent TAHC'ed
MCSO	Seel	David	Correction Officer	14Z1	23CM	Correction Officer LT	7/23/2017		10/20/2017	Vacant position
OEM	Funk	Rebecca	Medical Rec Tech II	12	23M	Medical Record Admin II	7/24/2017		10/21/2017	Vacant position
OEM	Miles	Christopher	Coordinator Emergency Mngmt	28M	29M	Assistant Director Emergency Mngmt	7/30/2017		10/28/2017	Vacant position
Parks	Cloninger	Jessica	Horticulturist 1	16Z4	22	Horticulturist 2 In Charge	7/31/2017		10/28/2017	Incumbent on LOA
Parks	Goryl	Nickolas	Park Maint Wrkr 2 IC	18Z	24M	Park Unit Coordinator	4/30/2017	8/12/2017		Incumbent suspended pending PRB
Parks	Koney	Ryan	Operating and Mtce Engineer	24M	25M	Maintenance Services Coordinator	4/24/2017	7/30/2017		Vacant position
Parks	Meyer	Bryan	Park Maint Wrkr 2 IC	18Z	24M	Park Unit Coordinator	5/29/2017	9/4/2017		Incumbent on LOA
Parks	Strong	Eddie	Park Maintenance Worker	13Z3	18Z	Park Maint Wrkr 2 IC	6/5/2017		9/2/2017	Incumbent on LOA