

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

**DATE** : May 21, 2021

**To** : Marcelia Nicholson, Chairwoman, Board of Supervisors

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



**SUBJECT** : **Cover Memo Requesting Approval to Reconcile the Grades of 2 Positions (Dept. of Health & Human Services, Enterprise Quality Director, Location 800, Dept 8110 Director's Office; and Human Resources, Employee Engagement Coordinator, Location 114, Dept 1141 Director's Office)**

**Request:**

This submittal includes a resolution and accompanying fiscal note in support of a request to reconcile the grades for two (2) positions. The Enterprise Quality Director was created in the 2021 budget and is currently vacant. The Employee Engagement Coordinator is pre-existing and was recently filled, but it should be aligned to a similar peer role within Human Resources.

**Background:**

The Enterprise Quality Director (Location 800, Dept 8110 Director's Office) position is currently vacant. It was created as a grade 902E and should be a grade 901E.

Enterprise Quality Director Budget-Referenced Grade

902E	Min	\$41.0896	\$85,466.37
902E	Mid	\$50.9791	\$106,036.53
902E	Max	\$60.8799	\$126,630.19

Enterprise Quality Director Appropriate Grade

901E	Min	\$32.2603	\$67,101.42
901E	Mid	\$39.7425	\$82,664.40
901E	Max	\$47.2173	\$98,211.98

The second position in question exists in the Department of Human Resources, it is the Employee Engagement Coordinator, Location 114, Dept 1141 Director's Office. It currently reflects as a grade 35M and should be a grade 33M. Although this position is currently filled the incumbent is in step 1 of 35M which corresponds to step 3 of 33M so there is no financial impact.

**Employee Engagement Coordinator Current Grade**

35M	1	\$38.0823	\$79,211.18
35M	2	\$39.9166	\$83,026.53
35M	3	\$41.7519	\$86,843.95
35M	4	\$43.5573	\$90,599.18
35M	5	\$45.3933	\$94,418.06

**Employee Engagement Coordinator Appropriate Grade**

33M	1	\$35.0308	\$72,864.06
33M	2	\$36.5703	\$76,066.22
33M	3	\$38.0823	\$79,211.18
33M	4	\$39.9166	\$83,026.53
33M	5	\$41.7519	\$86,843.95

**Recommendation:**

Change the grades as reflected above to properly align the positions within our current compensation structure.

**Fiscal Effect:**

These realignments have no fiscal impact given grade overlap and the fact that the Enterprise Quality Director is currently vacant. In actuality, the theoretical maximum pay of both positions will be reduced from current levels.

Copy:

Kelly Bablitch, Chief of Staff, Milwaukee County Board of Supervisors  
 Supervisor Eddie Cullen, Chairman, Committee on Personnel  
 Aaron Hertzberg, Department of Administrative Services (DAS)  
 Joe Lamers, Director, Office of Performance, Strategy and Budget, DAS  
 Dan Laurila, Operating Budget Manager, DAS-PSB  
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