

COUNTY OF MILWAUKEE
Department of Human Resources
INTER-OFFICE COMMUNICATION

DATE : May 22, 2017
To : Committee on Personnel
FROM : Matt Hanchek, Director Total Rewards *MH*
SUBJECT : **Informational Report for June 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 May 15, 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 June 9, 2017 Personnel Committee Meeting for informational purposes.

Copy: HR Managers

**Personnel Committee Meeting
Compensation Report
June 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 | | RECOMMENDED | NO. POSITIONS | CURRENT | | RECOMMENDED | | INFORMATIONAL: Market equitable alignment based on overall job duties/responsibilities, competencies and educational/experience requirement. | Effective Date | Percentage | |
|--------------|---------------------|------------------|---|---|--------------------------------|---------------|-----------------|---------------|-----------------|-------------|---|---|------------|-------|
| | | | TITLE / JOB CODE & POSITION # | TITLE / JOB CODE & POSITION # | PAY RANGE | | ANNUAL PAY RATE | PAY RANGE | ANNUAL PAY RATE | | | | | |
| 1130/1131 | Corporation Counsel | Performance | Assistant Legal 00000169000001 | Assistant Legal 00000169000001 | 1 | 20M | 01 | \$ 42,593.51 | 20M | 01 | \$ 42,593.51 | Immediate Recruitment Need | 04/09/2017 | 8.00% |
| | | | | | | | 02 | \$ 44,242.43 | | 02 | \$ 44,242.43 | Internal Equity | | |
| | | | | | | | 03 | \$ 46,007.73 | | 03 | \$ 46,007.73 | Misclassification | | |
| | | | | | | | 04 | \$ 47,885.22 | | 04 | \$ 47,885.22 | No Incumbent | | |
| | | | | | | | 05 | \$ 49,444.43 | | 05 | \$ 49,444.43 | Red Circled | | |
| | | | | | | | | | | | | Retention | | |
| | | | | X | Other: Exceptional Performance | | | | | | | | | |
| 1130/1131 | Corporation Counsel | Performance | Assistant Legal 00000169000002 | Assistant Legal 00000169000002 | 1 | 20M | 01 | \$ 42,593.51 | 20M | 01 | \$ 42,593.51 | Immediate Recruitment Need | 04/09/2017 | 8.00% |
| | | | | | | | 02 | \$ 44,242.43 | | 02 | \$ 44,242.43 | Internal Equity | | |
| | | | | | | | 03 | \$ 46,007.73 | | 03 | \$ 46,007.73 | Misclassification | | |
| | | | | | | | 04 | \$ 47,885.22 | | 04 | \$ 47,885.22 | No Incumbent | | |
| | | | | | | | 05 | \$ 49,444.43 | | 05 | \$ 49,444.43 | Red Circled | | |
| | | | | | | | | | | | | Retention | | |
| | | | | X | Other: Exceptional Performance | | | | | | | | | |
| 1160/1173 | Das-IMSD | Reclassification | Analyst End User Support Lead 00065669000001 | Lead IT End User Analyst TBD | 1 | 21D | 01 | \$ 48,278.27 | 24D | 01 | \$ 57,499.95 | Immediate Recruitment Need | 06/04/2017 | 0.00% |
| | | | | | | | 02 | \$ 49,484.55 | | 02 | \$ 58,936.47 | Internal Equity | | |
| | | | | | | | 03 | \$ 50,970.45 | | 03 | \$ 60,704.93 | X Misclassification | | |
| | | | | | | | 04 | \$ 52,753.40 | | 04 | \$ 62,830.94 | X No Incumbent | | |
| | | | | | | | 05 | \$ 54,864.49 | | 05 | \$ 65,343.91 | Red Circled | | |
| | | | | | | | 06 | \$ 57,606.04 | | 06 | \$ 68,610.45 | Retention | | |
| | | | | | | | 07 | \$ 61,063.53 | | 07 | \$ 72,726.96 | Other: Exceptional Performance | | |
| | | | | | | | | | | | | | | |
| 2430/2432 | Child Support | Performance | legal Cnsl Child Supp 1 00059281000004 | legal Cnsl Child Supp 1 00059281000004 | 1 | 34Z1 | 01 | \$ 50,588.65 | 34Z1 | 01 | \$ 50,588.65 | Immediate Recruitment Need | 06/04/2017 | 6.95% |
| | | | | | | | 02 | \$ 53,451.50 | | 02 | \$ 53,451.50 | Internal Equity | | |
| | | | | | | | 03 | \$ 58,923.53 | | 03 | \$ 58,923.53 | Misclassification | | |
| | | | | | | | 04 | \$ 63,023.84 | | 04 | \$ 63,023.84 | No Incumbent | | |
| | | | | | | | 05 | \$ 67,409.22 | | 05 | \$ 67,409.22 | Red Circled | | |
| | | | | | | | 06 | \$ 72,100.41 | | 06 | \$ 72,100.41 | Retention | | |
| | | | | | | | 07 | \$ 76,060.18 | | 07 | \$ 76,060.18 | X Other: Exceptional Performance | | |
| | | | | | | | 08 | \$ 82,485.03 | | 08 | \$ 82,485.03 | | | |
| | | | | | | | 09 | \$ 88,224.33 | | 09 | \$ 88,224.33 | | | |
| | | | | | | | 10 | \$ 92,513.15 | | 10 | \$ 92,513.15 | | | |
| | | | | | | | 11 | \$ 98,412.27 | | 11 | \$ 98,412.27 | | | |
| | | | | | | | 12 | \$ 104,317.05 | | 12 | \$ 104,317.05 | | | |
| | | | | | | | 13 | \$ 110,575.80 | | 13 | \$ 110,575.80 | | | |
| | | | | | | | 14 | \$ 117,210.74 | | 14 | \$ 117,210.74 | | | |
| | | | | | | | 2430/2432 | Child Support | | Performance | Legal Cnsl Child Supp 1 00059281000002 | Legal Cnsl Child Supp 1 00059281000002 | | |
| 02 | \$ 53,451.50 | 02 | \$ 53,451.50 | Internal Equity | | | | | | | | | | |
| 03 | \$ 58,923.53 | 03 | \$ 58,923.53 | Misclassification | | | | | | | | | | |
| 04 | \$ 63,023.84 | 04 | \$ 63,023.84 | No Incumbent | | | | | | | | | | |
| 05 | \$ 67,409.22 | 05 | \$ 67,409.22 | Red Circled | | | | | | | | | | |
| 06 | \$ 72,100.41 | 06 | \$ 72,100.41 | Retention | | | | | | | | | | |
| 07 | \$ 76,060.18 | 07 | \$ 76,060.18 | X Other: Exceptional Performance | | | | | | | | | | |
| 08 | \$ 82,485.03 | 08 | \$ 82,485.03 | | | | | | | | | | | |
| 09 | \$ 88,224.33 | 09 | \$ 88,224.33 | | | | | | | | | | | |
| 10 | \$ 92,513.15 | 10 | \$ 92,513.15 | | | | | | | | | | | |
| 11 | \$ 98,412.27 | 11 | \$ 98,412.27 | | | | | | | | | | | |
| 12 | \$ 104,317.05 | 12 | \$ 104,317.05 | | | | | | | | | | | |
| 13 | \$ 110,575.80 | 13 | \$ 110,575.80 | | | | | | | | | | | |
| 14 | \$ 117,210.74 | 14 | \$ 117,210.74 | | | | | | | | | | | |

**Personnel Committee Meeting
Compensation Report
June 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 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 | | | | |
| 2430/2432 | Child Support | Performance | Legal Cnsl Child Supp 1 00059281000006 | Legal Cnsl Child Supp 1 00059281000006 | 1 | 34Z1 | 01 | \$ 50,588.65 | 34Z1 | 01 | \$ 50,588.65 | 06/04/2017 | 6.95% |
| | | | | | | | 02 | \$ 53,451.50 | | 02 | \$ 53,451.50 | | |
| | | | | | | | 03 | \$ 58,923.53 | | 03 | \$ 58,923.53 | | |
| | | | | | | | 04 | \$ 63,023.84 | | 04 | \$ 63,023.84 | | |
| | | | | | | | 05 | \$ 67,409.22 | | 05 | \$ 67,409.22 | | |
| | | | | | | | 06 | \$ 72,100.41 | | 06 | \$ 72,100.41 | | |
| | | | | | | | 07 | \$ 76,060.18 | | 07 | \$ 76,060.18 | | |
| | | | | | | | 08 | \$ 82,485.03 | | 08 | \$ 82,485.03 | | |
| | | | | | | | 09 | \$ 88,224.33 | | 09 | \$ 88,224.33 | | |
| | | | | | | | 10 | \$ 92,513.15 | | 10 | \$ 92,513.15 | | |
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| | | | | | | | 12 | \$ 104,317.05 | | 12 | \$ 104,317.05 | | |
| | | | | | | | 13 | \$ 110,575.80 | | 13 | \$ 110,575.80 | | |
| | | | | | | | 14 | \$ 117,210.74 | | 14 | \$ 117,210.74 | | |
| 2430/2432 | Child Support | Performance | Legal Cnsl Childs Supp 1 00059281000001 | Legal Cnsl Child Supp 1 00059281000001 | 1 | 34Z1 | 01 | \$ 50,588.65 | 34Z1 | 01 | \$ 50,588.65 | 06/04/2017 | 16.47% |
| | | | | | | | 02 | \$ 53,451.50 | | 02 | \$ 53,451.50 | | |
| | | | | | | | 03 | \$ 58,923.53 | | 03 | \$ 58,923.53 | | |
| | | | | | | | 04 | \$ 63,023.84 | | 04 | \$ 63,023.84 | | |
| | | | | | | | 05 | \$ 67,409.22 | | 05 | \$ 67,409.22 | | |
| | | | | | | | 06 | \$ 72,100.41 | | 06 | \$ 72,100.41 | | |
| | | | | | | | 07 | \$ 76,060.18 | | 07 | \$ 76,060.18 | | |
| | | | | | | | 08 | \$ 82,485.03 | | 08 | \$ 82,485.03 | | |
| | | | | | | | 09 | \$ 88,224.33 | | 09 | \$ 88,224.33 | | |
| | | | | | | | 10 | \$ 92,513.15 | | 10 | \$ 92,513.15 | | |
| | | | | | | | 11 | \$ 98,412.27 | | 11 | \$ 98,412.27 | | |
| | | | | | | | 12 | \$ 104,317.05 | | 12 | \$ 104,317.05 | | |
| | | | | | | | 13 | \$ 110,575.80 | | 13 | \$ 110,575.80 | | |
| | | | | | | | 14 | \$ 117,210.74 | | 14 | \$ 117,210.74 | | |
| 2430/2432 | Child Support | Reclassification | Assistant Executive 0000093000001 | Paralegal- Child Supp 00059921 | 1 | 25M | 01 | \$ 50,894.19 | 19L | 01 | \$ 39,839.28 | 06/04/2017 | 0.00% |
| | | | | | | | 02 | \$ 52,764.95 | | 02 | \$ 41,632.24 | | |
| | | | | | | | 03 | \$ 54,634.88 | | 03 | \$ 43,505.28 | | |
| | | | | | | | 04 | \$ 57,108.15 | | 04 | \$ 45,463.39 | | |
| | | | | | | | 05 | \$ 57,850.99 | | 05 | \$ 47,509.07 | | |
| | | | | | | | | | | 06 | \$ 49,646.27 | | |
| | | | | | | | | | | 07 | \$ 51,881.02 | | |
| | | | | | | | | | | 08 | \$ 54,060.66 | | |
| 4800/4844 | OEM | Reclassification | Quality Assurance Supervisor 00058028000001 | N/A | 1 | 29 | 01 | \$ 57,845.11 | 30M | 01 | \$ 60,604.51 | 06/04/2017 | 0.00% |
| | | | | | | | 02 | \$ 60,598.63 | | 02 | \$ 63,299.84 | | |
| | | | | | | | 03 | \$ 63,292.90 | | 03 | \$ 66,349.15 | | |
| | | | | | | | 04 | \$ 66,342.42 | | 04 | \$ 69,334.59 | | |
| | | | | | | | 05 | \$ 69,327.66 | | 05 | \$ 72,381.38 | | |
| 8000/8921 | DHHS | Reclassification | Control Center Asst/ 00000261000008 | Juvenile Corr Offic 00058621 | 1 | 04P | 01 | \$ 31,100.87 | 14Z1 | 01 | \$ 37,782.99 | 06/04/2017 | 9.85% |
| | | | | | | | 02 | \$ 32,198.54 | | 02 | \$ 38,808.29 | | |
| | | | | | | | 03 | \$ 33,296.21 | | 03 | \$ 39,839.36 | | |
| | | | | | | | 04 | \$ 34,393.88 | | 04 | \$ 41,058.25 | | |
| | | | | | | | 05 | \$ 35,491.76 | | 05 | \$ 42,218.73 | | |
| | | | | | | | 06 | \$ 36,589.42 | | 06 | \$ 43,401.27 | | |
| | | | | | | | 07 | \$ 37,686.88 | | | | | |
| | | | | | | | 08 | \$ 38,784.34 | | | | | |
| | | | | | | | 09 | \$ 39,882.85 | | | | | |

**Personnel Committee Meeting
Compensation Report
June 2017**

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|-----------------|-----------|------------------|--|--|------------------|-----------|--------------------|--------------|--------------------|--|----------------|------------|-------|
| | | | | | | PAY RANGE | ANNUAL PAY RATE | PAY RANGE | ANNUAL PAY RATE | | | | |
| 8000/8921 | DHHS | Reclassification | Control Center Asst/ 000002610000002 | Juvenile Corr Offic 00058621 | 1 | 04P | 01 | \$ 31,100.87 | 14Z1 | 01 | \$ 37,782.99 | 06/04/2017 | 2.95% |
| | | | | | | | 02 | \$ 32,198.54 | | 02 | \$ 38,808.29 | | |
| | | | | | | | 03 | \$ 33,296.21 | | 03 | \$ 39,839.36 X | | |
| | | | | | | | 04 | \$ 34,393.88 | | 04 | \$ 41,112.25 | | |
| | | | | | | | 05 | \$ 35,491.76 | | 05 | \$ 42,218.73 | | |
| | | | | | | | 06 | \$ 36,589.42 | | 06 | \$ 43,401.27 | | |
| | | | | | | | 07 | \$ 37,686.88 | | | | | |
| | | | | | | | 08 | \$ 38,784.34 | | | | | |
| | | | | | | | 09 | \$ 39,882.85 | | | | | |
| | | | | | | | | | | | | | |

RECLASS
DAS FISCAL FORM
5/9/2017

RECLASSIFICATION DAS FISCAL FORM

Department: 8000
Date of Advancement Request: 5/9/2017
Date of anticipated advancement: 6/1/2017

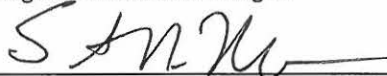
| Item | Org Unit | Low Org | Title Code | Position Name | Pay Range | Step | No. of Positions | FTEs | Hrly Rate | Biweekly Salary | Social Security | Fringe Benefits** | Pay Periods Remaining | 2017 total | Annual Total |
|------------------------|----------|---------|------------|-----------------------|-----------|------|------------------|------|-----------|-----------------|-----------------|-------------------|-----------------------|------------|--------------|
| EXISTING POSITION(S)*: | | | | | | | | | | | | | | | |
| 1 | 8000 | 8921 | 000002610 | Control Center Asst | 04P | 04 | 1 | 1.0 | 16.54 | 1,323 | 101 | 714 | 16 | 34,205 | 55,583 |
| 2 | 8000 | 8921 | 000002610 | Control Center Asst | 04P | 09 | 1 | 1.0 | 19.17 | 1,534 | 117 | 743 | 16 | 38,305 | 62,246 |
| | | | | | | | | | | | | | SUBTOTAL: | 72,510 | 117,829 |
| RECLASS POSITION(S)*: | | | | | | | | | | | | | | | |
| 1 | 8000 | 8921 | 00058621 | Juvenile Corr Officer | 14Z1 | 01 | 1 | 1.0 | 18.16 | 1,453 | 111 | 732 | 16 | 36,736 | 59,697 |
| 2 | 8000 | 8921 | 00058621 | Juvenile Corr Officer | 14Z1 | 04 | 1 | 1.0 | 19.74 | 1,579 | 121 | 749 | 16 | 39,183 | 63,673 |
| | | | | | | | | | | | | | SUBTOTAL: | 75,920 | 123,369 |
| | | | | | | | | | | | | | TOTAL COST: | 3,410 | 5,541 |

* Pension Fixed Rate for 2017 = 13.74% of salary (No impact on Health Insurance of this action)

DOES THE DEPARTMENT HAVE SUFFICIENT FUNDS FOR THE ADVANCEMENT: Yes

COMMENT/NARRATIVE (optional):

The financial changes associated with this action are not accounted for in the 2017 Budget, but will be offset by additional DHHS revenues not originally budgeted in the 2017 budget.



Director of Performance, Strategy, and Budget

5.15.2017

DATE

**Appointments at an Advanced Step of the Pay Range
Personnel Committee Meeting
June 9, 2017**

Currently, there are no "Appointments at an Advanced Step of the Pay Range" to report.

REVISIONS TO Executive Compensation Plan (ECP) REPORT
Personnel Committee Meeting
June 9, 2017

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

**Dual Employment Report
Personnel Committee Meeting
June 9, 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> |
|----------------------------|-------------|-------------------------------|--------------------------|------------------------|----------------------------------|
|----------------------------|-------------|-------------------------------|--------------------------|------------------------|----------------------------------|

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

**Emergency Appointment Report
Personnel Committee Meeting
June 9, 2017**

| Dept | Last Name | First Name | Title Description | Class | Status | Emergency Appt Date | AppType | Pay Range |
|-------------|------------------|-------------------|--------------------------|--------------|---------------|----------------------------|----------------|------------------|
| Parks | Tabat | Randall | Plumber | A | F | 4/10/2017 | EA | 5417 |

**Temporary Appointment Report
Personnel Committee Meeting
June 9, 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 | Szyszkiewicz | Caleb | 61010008 | Intern IT | I | A | 0 | 3/27/2017 | HT |
| DAS | 1163 | Xiong | Vang | 61010008 | Intern IT | I | A | 0 | 1/17/2017 | HT |
| Fleet | 5110 | Clements | Jeffery | 32630 | Highway Mtce Wkr 2 | F | A | 80 | 11/7/2016 | TA |
| Fleet | 5120 | Harris | Chellei | 32630 | Highway Mtce Wkr 2 | F | A | 80 | 10/24/2016 | TA |
| Fleet | 5140 | Knaak | Jason | 32630 | Highway Mtce Wkr 2 | F | A | 80 | 1/3/2017 | TA |
| Fleet | 5140 | Knoff | Phillip | 32630 | Highway Mtce Wkr 2 | F | A | 80 | 11/7/2016 | TA |
| Fleet | 5140 | Kyrola | Tony | 32630 | Highway Mtce Wkr 2 | F | A | 80 | 10/24/2016 | TA |
| Fleet | 5140 | Larson | Ryan | 32630 | Highway Mtce Wkr 2 | F | A | 80 | 11/7/2016 | TA |
| Fleet | 5160 | Maclin | Shawn | 32630 | Highway Mtce Wkr 2 | F | A | 80 | 12/5/2016 | TA |
| Fleet | 5160 | McQuestion | Andrew | 32630 | Highway Mtce Wkr 2 | F | A | 80 | 10/24/2016 | TA |
| Fleet | 5140 | Stachowiak | Timothy | 32630 | Highway Mtce Wkr 2 | F | A | 80 | 12/5/2016 | TA |

**Temporary Assignment to a Higher Classification (TAHC) Report
Personnel Committee Meeting
June 9, 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> |
|---------------|------------------|-------------------|--------------------------------|----------------------|----------------------|-----------------------------|------------------------|--------------------------------|----------------------|-------------------|
| Airport | Vetter | Jamie | Mechanic | 21 | 23 | Lead Mechanic | 4/14/2017 | | 8/18/2017 | Incumbent on FMLA |
| Child Support | Williams | April | Paralegal | 19L | 24M | Child Support Supervisor | 4/10/2017 | | 6/8/2017 | Vacant position |
| Courts | Bucci | Lisa | Sr Assistant Clerical | 04P | 05P | Specialist Clerical Cts | 4/12/2017 | | 6/6/2017 | Incumbent on FMLA |
| MCSO | Beal | Thomas | Deputy Sheriff 1 | 17BZ | 30M | Deputy Sheriff LT | 4/30/2017 | | 7/28/2017 | Vacant position |
| MCSO | Briggs | Joshua | Correctional Officer LT | 23CM | 915E | Correction Manager | 4/12/2017 | | 7/11/2017 | Vacant position |
| MCSO | Boone | Wesley | Deputy Sheriff 1 | 17BZ | 30M | Deputy Sheriff LT | 4/30/2017 | | 7/28/2017 | Vacant position |
| MCSO | Carroll | Matthew | Correction Officer | 14Z1 | 23CM | Correction Officer LT | 4/12/2017 | | 7/11/2017 | Vacant position |
| MCSO | Dittberner | Daniel | Deputy Sheriff Sgt | 22B | 915E | Sheriff Office Captain | 4/18/2017 | | 7/16/2017 | Vacant position |
| MCSO | Dobson | Aaron | Deputy Sheriff Sgt | 22B | E002 | Deputy Director Sheriff | 4/18/2017 | | 7/16/2017 | Vacant position |
| Parks | Kazmierski | Steven | Carpenter | 5402 | 5403 | Carpenter Supervisor | 4/3/2017 | | 7/3/2017 | Vacant position |