



Department of Human Resources

INTER-OFFICE COMMUNICATION

Date: August 18, 2023
To: Marcelia Nicholson, Chairwoman, Milwaukee County Board of Supervisors
From: Margo Franklin, Chief Human Resources Officer, 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)

File Type: Informational Report

REQUEST

HR is providing an informational report for the September 2023, Personnel Committee Meeting, Reference File 23-16. 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 (23-16, 23-120, 23-302, 23-312) and Previous Action Date(s) (01/17/23, 03/07/23, 04/12/23, 05/09/23, 06/06/23, 7/13/23).

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:

Bridget Morstad, Lead Compensation Analyst, Department of Human Resources

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 August 14, 2023)

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
Supervisor Willie Johnson Jr., Chair, Personnel Committee
Personnel Committee Members
Steve Cady, Research & Policy Director, Office of the Comptroller
HR Business Partners
Shanin Brown, Committee Coordinator, Office of the County Clerk

Personnel Committee Meeting Compensation Report September 2023

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			New Grade	Recommended			Classification	Percentage	Effective Date	Comp Reason	
						Current Grade	Min	Max		Current Sal Only	Min	Max					New Sal Only
1	Reclassification	Highways	Transportation and Highway Maintenance Supervisor	Highway Project Manager-	1	33M	\$78,145.60	\$93,121.60	\$78,145.60	34M	\$81,556.80	\$97,136.00	\$82,680.00	Classified	5.80%	10/1/2023	Reclassing position to align job title with job duties and responsibilities.
2	Reclassification	Parks	Graphic Designer-	Sr. Graphic Designer	1	06P	\$40,976.00	\$52,540.80	\$44,035.92	24M	\$55,286.40	\$64,376.00	\$55,286.40	Classified	25.55%	10/1/2023	Reclassing position to align job title with job duties and responsibilities.
3	Reclassification	Parks	Supervisor Lifeguard	Aquatics Coordinator	1	24M	\$55,286.40	\$64,376.00	\$59,467.20	27	\$62,816.00	\$74,942.40	\$62,816.00	Classified	5.63%	10/1/2023	Reclassing position to align job title with job duties and responsibilities.
4	Reclassification	Parks	Aquatics Operations Supervisor	Aquatics Operations Coordinator	1	22M	\$51,833.60	\$59,758.40	\$55,744.00	27	\$62,816.00	\$74,942.40	\$62,816.00	Classified	12.69%	10/1/2023	Reclassing position to align job title with job duties and responsibilities.
5	Reclassification	Parks	Manager Planning Development-	Assistant Director Planning	1	38M	\$96,678.40	\$116,979.20	\$104,629.00	916E	\$81,016.00	\$105,331.20	\$110,000.00	Classified	5.13%	10/1/2023	Reclassing position to align job title with job duties and responsibilities.
6	Reclassification	Parks	Contract Management Assistant - Parks	Assistant Contracts Officer	1	19	\$47,590.40	\$55,036.80	\$54,952.00	23M	\$53,955.20	\$61,942.40	\$58,000.00	Classified	5.55%	10/1/2023	Reclassing position to align job title with job duties and responsibilities.
7	Reclassification	Parks	Park Unit Coordinator I Concession	Assistant Golf Services Manager	1	22M	\$51,833.60	\$59,758.40	\$53,955.20	27	\$62,816.00	\$74,942.40	\$62,816.00	Classified	16.42%	10/1/2023	Reclassing position to align job title with job duties and responsibilities.
8	Reclassification	Parks	Park Artist Nm	Exhibit Designer	1	13Z2	\$42,619.20	\$44,907.20	\$44,907.20	16C	\$39,457.60	\$63,190.40	\$46,800.00	Classified	4.21%	10/1/2023	Reclassing position to align job title with job duties and responsibilities.
9	Reclassification	DHHS	Lead Community Intervention Specialist	Sr Real Estate Project Manager	1	27	\$62,816.00	\$74,942.40	\$68,515.20	34M	\$81,556.80	\$97,136.00	\$81,556.80	Classified	19.03%	10/1/2023	Reclassing position to align job title with job duties and responsibilities.
10	Reclassification	DAS	Facilities Grounds Supervisor	Mail Operations Supervisor	1	23M	\$53,955.20	\$61,942.40	\$61,942.40	26	\$60,673.60	\$71,739.20	\$65,000.00	Classified	4.94%	10/1/2023	Reclassing position to align job title with job duties and responsibilities.
11	Reclassification	DAS	Locksmith Lead	Locksmith Supervisor	1	26	\$60,673.60	\$71,739.20	\$70,033.60	31M	\$71,344.00	\$84,947.20	\$74,006.40	Classified	5.67%	10/1/2023	Reclassing position to align job title with job duties and responsibilities.
12	Advancement	DHHS	Assistant Superintendent Juvenile Detention	Assistant Superintendent Juvenile Detention	1	33M	\$78,145.60	\$93,121.60	\$81,556.80	33M	\$78,145.60	\$93,121.60	\$87,360.00	Classified	7.12%	9/3/2023	Equity issue being addressed
13	Advancement	DAS	Director Facilities Management	Director Facilities Management	1	919E	\$114,566.40	\$148,948.80	\$141,796.30	919E	\$114,566.40	\$148,948.80	\$146,756.38	Unclassified	3.50%	7/9/2023	Equity issue being addressed
14	Advancement	Highways	Highway Maintenance Supervisor	Highway Maintenance Supervisor	1	30M	\$69,264.00	\$82,596.80	\$74,776.00	30M	\$69,264.00	\$82,596.80	\$78,520.00	Classified	5.01%	10/1/2023	Equity issue being addressed
15	Advancement	Highways	Highway Maintenance Supervisor	Highway Maintenance Supervisor	1	30M	\$69,264.00	\$82,596.80	\$74,776.00	30M	\$69,264.00	\$82,596.80	\$78,520.00	Classified	5.01%	10/1/2023	Equity issue being addressed
16	Advancement	Highways	Highway Maintenance Supervisor	Highway Maintenance Supervisor	1	30M	\$69,264.00	\$82,596.80	\$74,776.00	30M	\$69,264.00	\$82,596.80	\$78,520.00	Classified	5.01%	10/1/2023	Equity issue being addressed
17	Advancement	Highways	Highway Maintenance Supervisor	Highway Maintenance Supervisor	1	30M	\$69,264.00	\$82,596.80	\$71,344.00	30M	\$69,264.00	\$82,596.80	\$74,880.00	Classified	4.96%	10/1/2023	Equity issue being addressed
18	Advancement	Highways	Highway Maintenance Supervisor	Highway Maintenance Supervisor	1	30M	\$69,264.00	\$82,596.80	\$71,344.00	30M	\$69,264.00	\$82,596.80	\$74,880.00	Classified	4.96%	10/1/2023	Equity issue being addressed
19	Advancement	Highways	Assistant Highway Maintenance Supervisor	Assistant Highway Maintenance Supervisor	1	28M	\$64,376.00	\$74,776.00	\$64,376.00	28M	\$64,376.00	\$74,776.00	\$67,600.00	Classified	5.01%	10/1/2023	Equity issue being addressed
20	Advancement	Highways	Assistant Highway Maintenance Supervisor	Assistant Highway Maintenance Supervisor	1	28M	\$64,376.00	\$74,776.00	\$64,376.00	28M	\$64,376.00	\$74,776.00	\$67,600.00	Classified	5.01%	10/1/2023	Equity issue being addressed
21	Advancement	Highways	Assistant Highway Maintenance Supervisor	Assistant Highway Maintenance Supervisor	1	28M	\$64,376.00	\$74,776.00	\$65,228.80	28M	\$64,376.00	\$74,776.00	\$69,160.00	Classified	6.03%	10/1/2023	Equity issue being addressed
22	Advancement	Highways	Assistant Highway Maintenance Supervisor	Assistant Highway Maintenance Supervisor	1	28M	\$64,376.00	\$74,776.00	\$65,228.80	28M	\$64,376.00	\$74,776.00	\$69,160.00	Classified	6.03%	10/1/2023	Equity issue being addressed
23	Advancement	Parks	SS&T Coordinator	SS&T Coordinator	1	26	\$60,673.60	\$71,739.20	\$60,673.60	26	\$60,673.60	\$71,739.20	\$62,500.00	Classified	3.01%	10/1/2023	Equity issue being addressed

Personnel Committee Meeting Compensation Report September 2023

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(Reclassifications, Advancements Within The Pay Range and Reallocations)

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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				
24	Advancement	Parks	Assistant Chief of Recreation/Business Operations	Assistant Chief of Recreation/Business Operations	1	916E	\$81,016.00	\$105,331.20	\$103,292.80	916E	\$81,016.00	\$105,331.20	\$105,331.00	Classified	1.97%	10/1/2023	Equity issue being addressed
25	Advancement	Parks	Park Operations Analyst II	Park Operations Analyst II	1	22	\$52,873.60	\$60,944.00	\$58,739.20	22	\$52,873.60	\$60,944.00	\$60,944.00	Classified	3.75%	10/1/2023	Equity issue being addressed
26	Advancement	District Attorney	Investigator District Atty	Investigator District Atty	1	32M	\$74,776.00	\$89,024.00	\$81,556.80	32M	\$74,776.00	\$89,024.00	\$84,947.20	Classified	4.16%	10/1/2023	Equity issue being addressed
27	Advancement	District Attorney	Investigator District Atty	Investigator District Atty	1	32M	\$74,776.00	\$89,024.00	\$81,556.80	32M	\$74,776.00	\$89,024.00	\$84,947.20	Classified	4.16%	10/1/2023	Equity issue being addressed
28	Advancement	DAS	Assistant Manager Project Economic Development Nm	Assistant Manager Project Economic Development Nm	1	30Z2	\$73,964.80	\$81,556.80	\$74,776.00	30Z2	\$73,964.80	\$81,556.80	\$75,383.00	Classified	0.81%	10/1/2023	Equity issue being addressed
29	Advancement	District Attorney	Supervisor Victim Witness Services	Supervisor Victim Witness Services	1	26M	\$59,467.20	\$68,307.20	\$65,228.80	26M	\$59,467.20	\$68,307.20	\$68,307.20	Classified	4.72%	10/1/2023	Equity issue being addressed
30	Advancement	District Attorney	Supervisor Victim Witness Services	Supervisor Victim Witness Services	1	26M	\$59,467.20	\$68,307.20	\$65,228.80	26M	\$59,467.20	\$68,307.20	\$68,307.20	Classified	4.72%	10/1/2023	Equity issue being addressed
31	Advancement	District Attorney	Supervisor Victim Witness Services	Supervisor Victim Witness Services	1	26M	\$59,467.20	\$68,307.20	\$59,467.20	26M	\$59,467.20	\$68,307.20	\$67,142.40	Classified	12.91%	10/1/2023	Equity issue being addressed
32	Advancement	District Attorney	Database Assistant	Database Assistant	1	26	\$60,673.60	\$71,739.20	\$62,616.00	26	\$60,673.60	\$71,739.20	\$68,515.20	Classified	9.42%	10/1/2023	Equity issue being addressed
33	Advancement	DHHS	ADRC Supervisor Options Counseling	ADRC Supervisor Options Counseling	1	31M	\$71,344.00	\$84,947.20	\$71,344.00	31M	\$71,344.00	\$84,947.20	\$75,000.00	Classified	5.12%	8/6/2023	Equity issue being addressed

Appointments at an Advanced Step of the Pay Range									
Personnel Committee Report									
Sep-23									
INDEX	REASON	REQUESTOR	CURRENT CLASSIFICATION	PAY GRADE	Min	Max	Rate	APPOINTMENT DATE	JUSTIFICATION
1	New Hire	D.A.	Office Support Assistant I	01P	\$14.53	\$18.10	\$16.50	6/26/2023	Training and experience exceed the minimum qualifications for this position.
2	New Hire	Courts	Specialist Clerical Courts	05P	\$18.16	\$23.28	\$19.45	6/26/2023	Training and experience exceed the minimum qualifications for this position.
3	New Hire	DHHS	Assistant Administrative P	06P	\$19.70	\$25.26	\$23.25	6/26/2023	Training and experience exceed the minimum qualifications for this position.
4	New Hire	DAS	Facilities Grounds Worker 1 Nm	12Z1	\$19.05	\$21.82	\$19.47	6/26/2023	Training and experience exceed the minimum qualifications for this position.
5	New Hire	DHHS	Human Service Worker	16Z4	\$22.12	\$30.38	\$24.92	6/26/2023	Training and experience exceed the minimum qualifications for this position.
6	New Hire	M.E.	Forensic Toxicology Laboratory	18M	\$21.82	\$24.92	\$24.92	6/26/2023	Training and experience exceed the minimum qualifications for this position.
7	New Hire	County Board	Specialist Constituent Service	18M	\$21.82	\$24.92	\$23.00	6/26/2023	Training and experience exceed the minimum qualifications for this position.
8	New Hire	DHHS	Community Intervention Specialist	24	\$27.11	\$31.56	\$29.17	6/26/2023	Training and experience exceed the minimum qualifications for this position.
9	New Hire	IMSD	Lead Analyst It End User	24D	\$31.16	\$39.41	\$34.62	6/26/2023	Training and experience exceed the minimum qualifications for this position.
10	New Hire	DAS	Coordinator Construction	29A	\$23.57	\$36.97	\$35.92	6/26/2023	Training and experience exceed the minimum qualifications for this position.
11	New Hire	IMSD	Business Intelligence Analyst I	34M	\$39.21	\$46.70	\$44.00	6/26/2023	Training and experience exceed the minimum qualifications for this position.
12	New Hire	Corp Counsel	Assistant Corporation Counsel	34Z	\$25.66	\$62.43	\$31.39	6/26/2023	Training and experience exceed the minimum qualifications for this position.
13	New Hire	M.E.	Assistant Medical Examiner	905E	\$96.57	\$146.73	\$125.16	6/26/2023	Training and experience exceed the minimum qualifications for this position.
14	New Hire	Courts	Specialist Clerical Courts	05P	\$18.16	\$23.28	\$19.45	7/10/2023	Training and experience exceed the minimum qualifications for this position.
15	New Hire	Airport	Assistant Administrative	06PM	\$19.32	\$24.77	\$22.75	7/10/2023	Training and experience exceed the minimum qualifications for this position.
16	New Hire	DHHS	Community Intervention Specialist DHHS U	24	\$27.11	\$31.56	\$29.00	7/10/2023	Training and experience exceed the minimum qualifications for this position.
17	New Hire	DHHS	ADS Recreation Services Coordinator	26M	\$28.59	\$32.84	\$30.50	7/10/2023	Training and experience exceed the minimum qualifications for this position.
18	New Hire	HOC	Family Resources & Outreach Coordinator	27	\$30.20	\$36.03	\$34.75	7/10/2023	Training and experience exceed the minimum qualifications for this position.
19	New Hire	Parks	Coordinator Marketing	27	\$30.20	\$36.03	\$32.70	7/10/2023	Training and experience exceed the minimum qualifications for this position.
20	New Hire	M.E.	Assistant Medical Examiner	905E	\$96.57	\$146.73	\$125.16	7/10/2023	Training and experience exceed the minimum qualifications for this position.

Appointments at an Advanced Step of the Pay Range

Personnel Committee Report

Sep-23

INDEX	REASON	REQUESTOR	CURRENT CLASSIFICATION	PAY GRADE	Min	Max	Rate	APPOINTMENT DATE	JUSTIFICATION
21	New Hire	Sheriff	Public Safety Officer	07Z1	\$17.54	\$19.47	\$18.00	7/24/2023	Training and experience exceed the minimum qualifications for this position.
22	New Hire	Parks	Natural Resource Tech	15Z3	\$22.68	\$28.24	\$26.50	7/24/2023	Training and experience exceed the minimum qualifications for this position.
23	New Hire	Airport	Firefighter Equipment Operations	17B	\$22.24	\$28.05	\$23.49	7/24/2023	Training and experience exceed the minimum qualifications for this position.
24	New Hire	HOC	Sr Analyst Budget & Mgmt	33JM	\$32.84	\$44.77	\$40.00	7/24/2023	Training and experience exceed the minimum qualifications for this position.
25	New Hire	Airport	Business Intelligence & Performance Manager	36M	\$42.80	\$50.65	\$48.56	7/24/2023	Training and experience exceed the minimum qualifications for this position.
26	New Hire	Airport	Manager IT Airport	917E	\$44.07	\$57.28	\$52.89	7/24/2023	Training and experience exceed the minimum qualifications for this position.

**REVISIONS TO Executive Compensation Plan (ECP) REPORT
Personnel Committee Meeting
September 2023**

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

**Dual Employments
Personnel Committee Meeting
September 2023**

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 Employments" to report.

**Emergency Appointment Report
Personnel Committee Meeting
September 2023**

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
September 2023**

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
Sept**

<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>
Sheriff	Alexander	Hannah	Correctional Officer Seargents	22cmc	22cmc	Corr Offcr Lt	2/26/2023	5/27/2023	9/14/2023	Brian Stadler
DAS	Bastin	Julia	Sr. Architect	34a	38m	Principal Architect	2/27/2023	6/25/2023	9/25/2023	William Banach
DAS	Benton	Celia	Project Manager Econ Dev	34m	902e	Director Economic Development	6/25/2023		9/22/2023	Callie Berg
Sheriff	Clark	Latina	Corr Offcr 1 Sheriff Nm	14z1	22c	Correctional Officer Sergeant	2/26/2023	8/14/2023	5/26/2023	Hannah Alexander
Parks	Fenzil	Benjamin	Park Worker 3 Seas	5108	13z3	Park Maintenace Worker	5/30/2023		8/30/2023	Anthony Berg
Sheriff	Geason	Steven	Dep Sheriff 1	17bz	22b	Dep Sheriff Sgt	5/28/2023		8/25/2023	vacant
Parks	Gettleman	Nicole	Park Maintenance Worker 2 - In Charge	18z	24m	Park Unit Coord 2	6/20/2023		9/20/2023	Jessica Herman
Parks	Hahn	Rebecca	Park Maintenance Worker	13z3	18z	Park Maintenance Worker 2 - In Charge	6/12/2023		8/22/2023	Marc Borkowski
Parks	Hannon	Shawn	Natural resource Technician	15z3	24	Coordinator Trails Parks	5/18/2023		8/18/2023	Jessica Wineberg
Parks	Herman	Jessica	Park Unit Coord 2	24m	33m	Manager Operations	6/20/2023		9/20/2023	Paul Corrao
Parks	Johnson	Shaquinn	Park Worker 3 Advanced	5100	13z3	Park Maintenance Worker Nm	5/22/2023	6/22/2023	8/22/2023	Rebecca Hahn
DOT	Lidwin	Michael	Lead Mechanic DOT Fleet Management	26	31m	Supervisor Fleet Management	7/6/2023		10/6/2023	Paul Koceja
OOE	Phillips	Paula	Director ifEquity Operations	902e	903e	Chief Equity Officer	4/10/2023		7/8/2023	Jeff Roman
Sheriff	Scott	Douglas	Dep Sheriff 1	17bz	22b	Dep Sheriff Sgt	5/28/2023		8/25/2023	vacant
Airport	Turk	Christine	Aviation Analyst	31m	38m	Manager Airport Planner	6/19/2023		9/17/2023	Kim Berry
BHD	Wells	Trishonia	Coordinator Contract Services BHD	p009	p010	Contract Services Coordinator Lead	3/5/2023	9/5/2023	6/5/2023	Sara Torres
ZOO	Williams	Kari	Coor Conservation research	27m	902e	Director of Animal Mgmt. and Health	3/11/2023	9/11/2023	6/11/2023	Joe Gaspard
Courts	Yang	Ka	Deputy Administrator Division	28m	33m	Asst Chief Deputy Clerk	6/10/2023		9/8/2023	Sue Harling