


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

**DATE** : November 20, 2012

**To** : Committee on Finance, Personnel & Audit

**FROM** : Kerry J. Mitchell, Director of Human Resources 

**SUBJECT** : **Informational Report for 12/13/2012**  
**Finance, Personnel & Audit Committee Meeting**

Attached are a series of informational reports listing various personnel transactions that the Director of Human Resources intends to approve for implementation.

These reports (*reclassifications, advancements within the pay range, reallocations, and revisions to Executive Compensation Plan [ECP]*) are provided in accordance with the provisions of Chapter 17 and may be included on the agenda of the December 13, 2012 Finance, Personnel & Audit Committee Meeting for informational purposes.

In the event the Finance, Personnel & Audit Committee takes no action, the transactions noted on the reports will be implemented.

KJM:jam

Copy: HR Managers

**RECLASSIFICATION REPORT**  
**Finance, Personnel & Audit Committee: December 2012**

In accordance with the provisions of 17.05 of the Milwaukee County General Ordinances, the Director of Human Resources intends to reclassify the position noted below. The Department of Administration has verified that funds are available within the adopted budget to cover the cost associated with this action.

Requestor	Org	Position	Current Classification	Current Pay Grade	Proposed Classification	Proposed Pay Grade	Pay Rate Steps	Pay Rates (Hrly)	Annual Pay Rate	Justification
DHHS	8010	1	Housing Prog Asst Rehab	16Z	Housing Inspector	20M	01	\$19.4852	\$40,529.22	Change in Duties
							02	\$20.2396	\$42,098.37	
							03	\$21.0472	\$43,778.18	
							04	\$21.9060	\$45,564.48	
							05	\$22.6193	\$47,048.14	
DHHS	8030	1	Housing Rehab Analyst	18	Housing Inspector	20M	01	\$19.4852	\$40,529.22	Change in Duties
							02	\$20.2396	\$42,098.37	
							03	\$21.0472	\$43,778.18	
							04	\$21.9060	\$45,564.48	
							05	\$22.6193	\$47,048.14	

\* Change in Duties has to reflect a weight of 25% or more.

RECLASS  
DAS FISCAL FORM  
11/20/2012

**RECLASSIFICATION DAS FISCAL FORM**

Department: Department of Health and Human Services

Date of Reclass Request: October 25, 2012

Date of anticipated reclasses: December 20, 2012

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	2012 total	Annual Total
EXISTING POSITION(S)*:															
1	8500	8524	00008030	Housing Program Asst Rehab	16Z	01	1	1.0	16.24	1,299	99	202	0	0	41,606
2														0	0
													SUBTOTAL:	0	41,606
RECLASS POSITION(S)*:															
1	8500	8524	TBD	Housing Inspector- Home Repair	20M	01	1	1.0	19.49	1,559	119	242	0	0	49,916
2													0	0	0
													SUBTOTAL:	0	49,916
													<b>TOTAL COST:</b>	<b>0</b>	<b>8,310</b>

\* Pension Fixed Rate for 2013 = budgeted rate of 15.51% of salary (No impact on Health Insurance of this action)

DOES THE DEPARTMENT HAVE SUFFICIENT FUNDS FOR THE RECLASS: Yes

DOES DAS APPROVE THE ABOVE MENTIONED RECLASSIFICATIONS? Yes

COMMENT/NARRATIVE (optional): Both positions have additional and higher level responsibilities.

  
FISCAL AND BUDGET ADMINISTRATOR

11/20/12  
DATE

RECLASS  
DAS FISCAL FORM  
11/20/2012

**RECLASSIFICATION DAS FISCAL FORM**

Department: Department of Health and Human Services

Date of Reclass Request: October 25, 2012

Date of anticipated reclasses: December 20, 2012

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	2012 total	Annual Total
EXISTING POSITION(S)*:															
1	8500	8524	00008030	Housing Rehab Analyst	18	05	1	1.0	21.47	1,717	131	266	0	0	54,990
2														0	0
													SUBTOTAL:	0	54,990
RECLASS POSITION(S)*:															
1	8500	8524	TBD	Housing Inspector- Home Repair	20M	01	1	1.0	22.62	1,810	138	281	0	0	57,944
2														0	0
													SUBTOTAL:	0	57,944
													<b>TOTAL COST:</b>	<b>0</b>	<b>2,955</b>

\* Pension Fixed Rate for 2013 = budgeted rate of 15.51% of salary (No impact on Health Insurance of this action)

DOES THE DEPARTMENT HAVE SUFFICIENT FUNDS FOR THE RECLASS: Yes

DOES DAS APPROVE THE ABOVE MENTIONED RECLASSIFICATIONS? Yes

COMMENT/NARRATIVE (optional): Both positions have additional and higher level responsibilities.

  
FISCAL AND BUDGET ADMINISTRATOR

11/20/12  
DATE

**ADVANCEMENT WITHIN THE PAY RANGE REPORT**  
**Finance, Personnel & Audit Committee: December 2012**

In accordance with the provisions of 17.10 of the County General Ordinances, the Director of Human Resources intends to approve the advancement within the pay range for the positions noted below. The Department of Administration has verified that funds are available within the adopted budget to cover the cost associated with these actions.

REQUESTOR	ORG UNIT	PREVIOUS CLASSIFICATION	CURRENT CLASSIFICATION	PAY GRADE	PAY RANGE			CURRENT RATE	REQUESTED RATE	CURRENT YEAR IMPACT	ANNUAL YEAR IMPACT	JUSTIFICATION
					MIN	MID	MAX					
BHD	6300	N/A	Exdir1-Fiscal Servs Dir	901E	\$60,756.80	\$74,838.40	\$88,940.80	\$80,840.76	\$88,940.80	TBD	\$ 8,100.04	Equity/Market

Reallocation Report  
 Finance, Personnel & Audit Committee Meeting  
 December 2012

In accordance with the provisions of 17.055 of the County General Ordinances, the Director of Human Resources intends to reallocate the positions noted below.  
 The Department of Administration has verified that funds are available within the adopted budget.

DEPT	DEPT ORG	TITLE CODE	AUT POS	FILLED POS	CURRENT CLASSIFICATION	CURRENT PAY RANGE	STEPS	*CURRENT PAY RATE	RECOMMENDED PAY RANGE	STEPS	RECOMMENDED PAY RATE	PAY STEP	NEW PAY RATE	CURR YEAR DIFF	SUB YEAR DIFF	MAX YEAR DIFF	REASON
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~Currently, There are NO "Reallocations" to Report for December 2012~

**REVISIONS TO Executive Compensation Plan (ECP) REPORT**  
**Finance, Personnel & Audit Committee Meeting**  
**December 13, 2012**

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