


COUNTY OF MILWAUKEE
Department of Human Resources
INTER-OFFICE COMMUNICATION

DATE : June 28, 2013
To : Committee on Finance, Personnel & Audit
FROM : Rick Ceschin, Deputy Director of Human Resources 
SUBJECT : **Informational Report for 07/18/2013**
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 July 18, 2013 Finance, Personnel & Audit Committee Meeting for informational purposes.

RC:jam

Copy: HR Managers

REVISIONS TO Executive Compensation Plan (ECP) REPORT
Finance, Personnel & Audit Committee Meeting
July 18, 2013

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

**Finance, Personnel & Audit Committee Meeting
Compensation Report
July 2013**

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.

Item#	ORDINANCE TYPE	REQUESTOR	HIGH ORG	CURRENT		NO. POSITIONS	CURRENT		RECOMMENDED		JUSTIFICATION		
				TITLE / JOB CODE & POSITION #	TITLE / JOB CODE & POSITION #		PAY RANGE	ANNUAL PAY RATE	PAY RANGE	ANNUAL PAY RATE			
1	RECLASSIFICATION 17.05 / ADVANCEMENT WITHIN THE PAY RANGE 17.10	County Clerk	3270	Deputy County Clerk 00082200 / 000001	N/A	1	913E	01	\$49,702.43	901E	MIN	\$61,668.26	Additional duties; overseeing all Committee clerk and Committee support staff functions and all related expenditures as it relates to recording and maintaining County Board proceedings and meetings.
								02	\$51,430.91		MID	\$75,960.98	
								03	\$54,674.26		MAX	\$90,274.91	
								04	\$57,158.82			\$88,000.00	
								05	\$59,643.58				
								06	\$61,507.68				
								07	\$63,370.83				
								08	\$64,613.95				
								09	\$66,139.14				
2	RECLASSIFICATION 17.05 / ADVANCEMENT WITHIN THE PAY RANGE 17.10	Family Care	7990	Asst. Prog. Admin. Fiscal/Contracts 00057785 / 000001	Managed Care Contract Administrator TBD	1	33M	01	\$66,964.14	901E	MIN	\$61,668.26	Additional duties; responsibilities center on new service delivery models for mental health diagnosis. Due to a recent court decision this position will take on lead development in quality standards for new and innovative ways to provide services to individuals with Alzheimer's or related dementias.
								02	\$69,906.51		MID	\$75,960.98	
								03	\$72,798.88		MAX	\$90,274.91	
								04	\$76,903.55			\$68,195.43	
								05	\$79,813.47				
								06	\$82,723.39				
								07	\$85,633.31				
								08	\$88,543.23				
								09	\$91,453.15				
3	RECLASSIFICATION 17.05	DCBD	1040	Certification Analyst - Fiscal 00012915 / 000001	Business Development Analyst TBD	1	22	01	\$45,318.83	27	01	\$53,917.09	Market Alignment for Recruitment / Duties Equitable to Peer Job Classifications, Contractual Business needs as it relates to regulatory compliance.
								02	\$47,168.37		02	\$56,252.77	
								03	\$48,704.24		03	\$58,694.06	
								04	\$50,306.67		04	\$61,487.92	
								05	\$52,212.37		05	\$64,222.29	
								06	\$54,118.07				
4	RECLASSIFICATION 17.05	DCBD	1040	Certification Analyst 00012920 / 000001	Business Development Analyst TBD	1	22	01	\$45,318.83	27	01	\$53,917.09	Market Alignment for Recruitment / Duties Equitable to Peer Job Classifications, Contractual Business needs as it relates to regulatory compliance.
								02	\$47,168.37		02	\$56,252.77	
								03	\$48,704.24		03	\$58,694.06	
								04	\$50,306.67		04	\$61,487.92	
								05	\$52,212.37		05	\$64,222.29	
								06	\$54,118.07				
5	RECLASSIFICATION 17.05	Treasurer	3090	Accounting-Manager 00004605 / 000003	Treasury Accounting Manager TBD	1	32M	01	\$64,080.64	34M	01	\$69,906.51	Market Alignment for Recruitment / Duties Equitable to Peer Job Classifications, Career Model
								02	\$66,964.14		02	\$72,798.88	
								03	\$69,906.51		03	\$76,903.55	
								04	\$72,798.88		04	\$79,813.47	
								05	\$75,903.55		05	\$83,262.61	
								06	\$79,008.22				
6	RECLASSIFICATION 17.05	Treasurer	3090	Accountant 2 - Treasury Serv 00004220 / 000001	Associate Treasury Accountant TBD	1	17	01	\$38,477.09	20	01	\$41,955.89	Market Alignment for Recruitment / Duties Equitable to Peer Job Classifications, Career Model & Retention
								02	\$39,654.58		02	\$43,580.58	
								03	\$40,775.28		03	\$45,318.83	
								04	\$41,955.89		04	\$47,168.37	
								05	\$43,680.58		05	\$48,704.24	
								06	\$45,405.27				
7	RECLASSIFICATION 17.05	County Clerk	3270	Fiscal Specialist 00004042 / 000002	Accounting Specialist TBD	1	5P	01	\$32,363.55	6P	01	\$35,104.99	Market Alignment for Recruitment / Duties Equitable to Peer Job Classifications, True functional role clarification.
								02	\$33,505.68		02	\$36,343.63	
								03	\$34,648.22		03	\$37,583.31	
								04	\$35,790.14		04	\$38,822.16	
								05	\$36,932.90		05	\$40,060.80	
								06	\$38,074.61		06	\$41,299.86	
								07	\$39,216.74		07	\$42,538.91	
								08	\$40,359.28		08	\$43,778.18	
								09	\$41,500.99		09	\$45,017.02	
								10	\$42,642.70				
8	RECLASSIFICATION 17.05	County Clerk	3270	Clerical Specialist County Clerk 00001287 / 000001	Administrative Assistant TBD	1	5P	01	\$32,363.55	6P	01	\$35,104.99	Market Alignment for Recruitment / Duties Equitable to Peer Job Classifications, True functional role clarification.
								02	\$33,505.68		02	\$36,343.63	
								03	\$34,648.22		03	\$37,583.31	
								04	\$35,790.14		04	\$38,822.16	
								05	\$36,932.90		05	\$40,060.80	
								06	\$38,074.61		06	\$41,299.86	
								07	\$39,216.74		07	\$42,538.91	
								08	\$40,359.28		08	\$43,778.18	
								09	\$41,500.99		09	\$45,017.02	
								10	\$42,642.70				

INFORMATION ONLY

**Finance, Personnel & Audit Committee Meeting
Compensation Report
July 2013**

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)
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Item#	ORDINANCE TYPE	REQUESTOR	HIGH ORG	CURRENT		RECOMMENDED	NO. POSITIONS	CURRENT		RECOMMENDED		JUSTIFICATION	
				TITLE / JOB CODE & POSITION #	TITLE / JOB CODE & POSITION #			PAY RANGE	ANNUAL PAY RATE	PAY RANGE	ANNUAL PAY RATE		
9	RECLASSIFICATION 17.05	Comptroller	3700	Payroll Specialist 1 00004141 / 000001	Payroll Specialist TBD	1	13	01	\$ 34,288.80	16	01	\$ 37,481.39	Market Alignment for Recruitment / Duties Equitable to Peer Job Classifications, New Career Development Model
								02	\$ 35,370.40		02	\$ 38,477.09	
								03	\$ 36,449.50		03	\$ 39,654.58	
								04	\$ 37,481.39		04	\$ 40,775.28	
								05	\$ 38,477.09		05	\$ 41,955.89	
10	RECLASSIFICATION 17.05	Comptroller	3700	Payroll Specialist 1 00004141 / 000002	Payroll Specialist TBD	1	13	01	\$ 34,288.80	16	01	\$ 37,481.39	Market Alignment for Recruitment / Duties Equitable to Peer Job Classifications, New Career Development Model
								02	\$ 35,370.40		02	\$ 38,477.09	
								03	\$ 36,449.50		03	\$ 39,654.58	
								04	\$ 37,481.39		04	\$ 40,775.28	
								05	\$ 38,477.09		05	\$ 41,955.89	
11	ADVANCEMENT WITHIN THE PAY RANGE 17.10	Courts	2000	Adm Asst 3-Crt Admin NR 00010820 / 000003	N/A	1	24M	01	\$47,344.13	24M	01	\$47,344.13	Section 3(a) of the ADVANCEMENT WITHIN THE PAY RANGE 17.10...may advance an employee who has exhibited exemplary performance up to two (2) steps in the pay range and the completion of a performance appraisal.
								02	\$49,154.14		02	\$49,154.14	
								03	\$50,960.83		03	\$50,960.83	
								04	\$52,766.90		04	\$52,766.90	
								05	\$55,155.57		05	\$55,155.57	
12	ADVANCEMENT WITHIN THE PAY RANGE 17.10	Comptroller	3700	Capital Finance Mgr 00087840 / 000001	N/A	1	917E	01	\$78,551.82	917E	01	\$78,551.82	Additional duties; responsibilities center on new and innovative methods of managing the debt structure and bonding issues of the County.
								02	\$82,479.70		02	\$82,479.70	
								03	\$86,406.32		03	\$86,406.32	
								04	\$90,333.98		04	\$90,333.98	
								05	\$94,261.66		05	\$94,261.66	
								06	\$97,208.38		06	\$97,208.38	
								07	\$100,153.25		07	\$100,153.25	
								08	\$102,117.18		08	\$102,117.18	
13	ADVANCEMENT WITHIN THE PAY RANGE 17.10	BHD - Behavioral Health Division	6300	House Physician I - Hourly 00047322 / 000021	N/A	1	40XM	01	\$121,304.98	40XM	01	\$121,304.98	Section (b) of the ADVANCEMENT WITHIN THE PAY RANGE 17.10 ...may request an advancement in the pay range for an employee who holds a position which is critical to the operation of their department if the request is necessary to retain the employee in county service. To retain employees critical to BHD Crisis Service operations
								02	\$125,550.26		02	\$125,550.26	
								03	\$129,944.88		03	\$129,944.88	
								04	\$134,492.80		04	\$134,492.80	
								05	\$139,199.63		05	\$139,199.63	
								06	\$144,072.03		06	\$144,072.03	
								07	\$149,114.58		07	\$149,114.58	
								08	\$154,326.00		08	\$154,326.00	
14	ADVANCEMENT WITHIN THE PAY RANGE 17.10	BHD - Behavioral Health Division	6300	House Physician I - Hourly 00047322 / 000029	N/A	1	40XM	01	\$121,304.98	40XM	01	\$121,304.98	Section (b) of the ADVANCEMENT WITHIN THE PAY RANGE 17.10 ...may request an advancement in the pay range for an employee who holds a position which is critical to the operation of their department if the request is necessary to retain the employee in county service. To retain employees critical to BHD Crisis Service operations
								02	\$125,550.26		02	\$125,550.26	
								03	\$129,944.88		03	\$129,944.88	
								04	\$134,492.80		04	\$134,492.80	
								05	\$139,199.63		05	\$139,199.63	
								06	\$144,072.03		06	\$144,072.03	
								07	\$149,114.58		07	\$149,114.58	
								08	\$154,326.00		08	\$154,326.00	
15	ADVANCEMENT WITHIN THE PAY RANGE 17.10	BHD - Behavioral Health Division	6300	House Physician I - Hourly 00047322 / 000016	N/A	1	40XM	01	\$121,304.98	40XM	01	\$121,304.98	Section (b) of the ADVANCEMENT WITHIN THE PAY RANGE 17.10 ...may request an advancement in the pay range for an employee who holds a position which is critical to the operation of their department if the request is necessary to retain the employee in county service. To retain employees critical to BHD Crisis Service operations
								02	\$125,550.26		02	\$125,550.26	
								03	\$129,944.88		03	\$129,944.88	
								04	\$134,492.80		04	\$134,492.80	
								05	\$139,199.63		05	\$139,199.63	
								06	\$144,072.03		06	\$144,072.03	
								07	\$149,114.58		07	\$149,114.58	
								08	\$154,326.00		08	\$154,326.00	
16	ADVANCEMENT WITHIN THE PAY RANGE 17.10	BHD - Behavioral Health Division	6300	House Physician I - Hourly 00047322 / 000014	N/A	1	40XM	01	\$121,304.98	40XM	01	\$121,304.98	Section (b) of the ADVANCEMENT WITHIN THE PAY RANGE 17.10 ...may request an advancement in the pay range for an employee who holds a position which is critical to the operation of their department if the request is necessary to retain the employee in county service. To retain employees critical to BHD Crisis Service operations
								02	\$125,550.26		02	\$125,550.26	
								03	\$129,944.88		03	\$129,944.88	
								04	\$134,492.80		04	\$134,492.80	
								05	\$139,199.63		05	\$139,199.63	
								06	\$144,072.03		06	\$144,072.03	
								07	\$149,114.58		07	\$149,114.58	
								08	\$154,326.00		08	\$154,326.00	

INFORMATION ONLY

RECLASS
DAS FISCAL FORM
7/1/2013

RECLASSIFICATION DAS FISCAL FORM
Department: County Clerk
Date of Reclass Request: June 27, 2013
Date of anticipated reclasses: August 4, 2013

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	3270	3270	00082200	Deputy County Clerk	913E	-	1	1	\$ 30.467	2,437	186	248	11	31,585	74,655
2	3270	3270	00004042	Fiscal Specialist	05P	9	1	1.0	\$ 19.952	1,596	122	248	11	21,624	51,112
3	3270	3270	00001287	Clerical Specialist County Clerk	05P	6	1	1.0	\$ 18.305	1,464	112	199	11	19,527	46,154
													SUBTOTAL:	41,151	97,266
RECLASSIFICATION POSITION(S)*:															
1	3270	3270	00082200	Deputy County Clerk	901E	-	1	1.0	\$ 32.692	2,615	200	815	11	39,932	94,384
2	3270	3270	TBD	Accounting Specialist	06P	7	1	1.0	\$ 20.451	1,636	125	815	11	28,335	66,974
3	3270	3270	TBD	Administrative Asst	06P	4	1	1.0	\$ 18.665	1,493	114	766	11	26,105	61,704
													SUBTOTAL:	54,441	128,678
													TOTAL COST:	13,290	31,412

* Pension Fixed Rate for 2013 = 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):


FISCAL AND BUDGET ADMINISTRATOR

7-1-13
DATE

RECLASS
DAS FISCAL FORM
7/1/2013

RECLASSIFICATION DAS FISCAL FORM
Department: Community Business Development Partners
Date of Reclassification Request: June 28, 2013
Date of anticipated reclassification: Aug 4, 2013

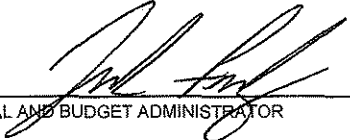
Item	Org Unit	Low Org	Title Code	Position Name	Pay Range	Step	No. of Positions	FTEs	Hrly Rate	Biweekly Salary	Social Security	Fringe Benefits*	Pay Periods Remaining	2013 total	Annual Total
EXISTING POSITION(S):															
1	1040	1041	12915	Certification Analyst - Fiscal	22	1	1	1.0	21.79	1,743	133	851	11	30,000	70,909
2	1040	1041	12920	Certification Analyst	22	5	1	1.0	25.10	2,008	154	892	11	33,587	79,388
													SUBTOTAL:	63,587	150,297
RECLASSIFICATION POSITION(S):															
1	1040	1041	TBD	Business Development Analyst	27	1	2	2.0	25.87	2,070	158	901	11	68,844	162,722
													SUBTOTAL:	68,844	162,722
													TOTAL COST:	5,256	12,424

* Pension Fixed Rate for 2013 = 15.51% of salary

DOES THE DEPARTMENT HAVE SUFFICIENT FUNDS FOR THE RECLASSIFICATION: Yes

DOES DAS APPROVE THE ABOVE MENTIONED RECLASSIFICATION? Yes

COMMENT/NARRATIVE (optional):


FISCAL AND BUDGET ADMINISTRATOR

7-1-13
DATE

RECLASS
DAS FISCAL FORM
7/1/2013

RECLASSIFICATION DAS FISCAL FORM
Department: County Treasurer
Date of Reclassification Request: June 28, 2013
Date of anticipated reclassification: Aug 4, 2013


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	2013 total	Annual Total	
EXISTING POSITION(S):																
1	3090	3090	04605	Accounting-Manager	32M	5	1	1.0	36.68	2,935	225	1,036	11	46,143	109,065	
2	3090	3090	04220	Accountant 2 - Treasury Serv	17	3	1	1.0	19.60	1,568	120	824	11	27,630	65,308	
														SUBTOTAL:	73,773	174,372
RECLASSIFICATION POSITION(S):																
1	3090	3090	TBD	Treasury Accounting Manager	34M	3	1	1.0	36.68	2,935	225	1,036	11	46,143	109,065	
2	3090	3090	TBD	Associate Treasury Accountant	20	1	1	1.0	20.17	1,614	123	831	11	28,245	66,762	
														SUBTOTAL:	74,388	175,826
														TOTAL COST:	615	1,454

* Pension Fixed Rate for 2013 = 15.51% of salary

DOES THE DEPARTMENT HAVE SUFFICIENT FUNDS FOR THE RECLASSIFICATION: Yes

DOES DAS APPROVE THE ABOVE MENTIONED RECLASSIFICATION? Yes

COMMENT/NARRATIVE (optional):


FISCAL AND BUDGET ADMINISTRATOR

7-1-13
DATE

ADVANCEMENT
DAS FISCAL FORM
7/1/2013

ADVANCEMENT DAS FISCAL FORM
Department: Combined Court Operation
Date of Advancement Request: June 27, 2013
Date of anticipated advancements: August 4, 2013

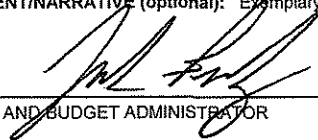
Item	Org Unit	Low Org	Title Code	Position Name	Pay Range	Step	No. of Positions	FTEs	Hrly Rate	Biweekly Salary	Social Security	Fringe Benefits**	Pay Periods Remaining	2013 total	Annual Total
EXISTING POSITION(S)*:															
1	2000	2836	00010820	Adm Asst 3 - Crt Admin NR	24M	4	1	1.0	25.37	2,029	155	895	11	33,875	80,068
													SUBTOTAL:	33,875	80,068
RECLASS POSITION(S)*:															
1	2000	2836	00010820	Admin Asst 3 - Crt Admin NR	24M	5	1	1.0	26.52	2,121	162	909	11	35,119	83,010
													SUBTOTAL:	35,119	83,010
													TOTAL COST:	1,245	2,942

* Pension Fixed Rate for 2013 = 15.51% of salary

DOES THE DEPARTMENT HAVE SUFFICIENT FUNDS FOR THE RECLASS: Yes

DOES DAS APPROVE THE ABOVE MENTIONED RECLASSIFICATIONS? Yes

COMMENT/NARRATIVE (optional): Exemplary performance


FISCAL AND BUDGET ADMINISTRATOR

7-1-13
DATE

ADVANCEMENT
DAS FISCAL FORM
7/1/2013

ADVANCEMENT DAS FISCAL FORM

Department: Department of Health and Human Services

Date of Advancement Request: June 27, 2013

Date of anticipated advancements: August 4, 2013

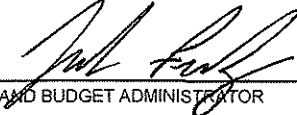
Item	Org Unit	Low Org	Title Code	Position Name	Pay Range	Step	No. of Positions	FTEs	Hrly Rate	Biweekly Salary	Social Security	Fringe Benefits**	Pay Periods Remaining	2013 total	Annual Total
EXISTING POSITION(S)*:															
1	6300	6443	00047322	House Physician 1 Hrly	40XM	3	4	3.0	62.47	625	48		11	29,591	69,943
													SUBTOTAL:	29,591	69,943
ADVANCEMENT POSITION(S)*:															
1	6300	6443	00047322	House Physician 1 Hrly	40XM	4	4	3.0	69.66	697	53		11	32,995	77,989
													SUBTOTAL:	32,995	77,989
													TOTAL COST:	3,404	8,046

* Pension Fixed Rate for 2013 = 15.51% of salary

DOES THE DEPARTMENT HAVE SUFFICIENT FUNDS FOR THE ADVANCEMENT: Yes

DOES DAS APPROVE THE ABOVE MENTIONED ADVANCEMENTS? Yes

COMMENT/NARRATIVE (optional): Advancement is requested for retention purposes


FISCAL AND BUDGET ADMINISTRATOR

7-1-13
DATE

RECLASS
DAS FISCAL FORM
7/2/2013

RECLASSIFICATION DAS FISCAL FORM
Department: Comptroller
Date of Reclass Request: June 27, 2013
Date of anticipated reclasses: August 4, 2013

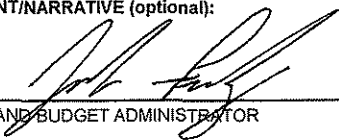
Item	Org Unit	Low Org	Title Code	Position Name	Pay Range	Step	No. of Positions	FTEs	Hrly Rate	Biweekly Salary	Social Security	Fringe Benefits**	Pay Periods Remaining	2012 total	Annual Total
EXISTING POSITION(S)*:															
1	3700	3757	00004141	Payroll Specialist 1	13	2	1	1.0	\$ 17.005	1,360	104	205	11	18,359	43,394
2	3700	3757	00004141	Payroll Specialist 1	13	1	1	1.0	\$ 16.485	1,319	101	205	11	17,867	42,230
3														0	0
													SUBTOTAL:	17,867	42,230
RECLASSIFICATION POSITION(S)*:															
1	3700	3757	00004141	Payroll Specialist	16	2	1	1.0	\$ 18.499	1,480	113	772	11	26,012	61,484
2	3700	3757	00004141	Payroll Specialist	16	1	1	1.0	\$ 18.020	1,442	110	772	11	25,559	60,412
3														0	0
													SUBTOTAL:	25,559	60,412
													TOTAL COST:	7,692	18,182

* Pension Fixed Rate for 2013 = 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):


FISCAL AND BUDGET ADMINISTRATOR

7-1-13
DATE