



Milwaukee County

County Courthouse
901 N. 9th Street, Rm. 201
Milwaukee, WI 53233

Meeting Agenda

Personnel Committee

Chairperson: Supervisor James "Luigi" Schmitt
Vice Chairperson: Supervisor John F. Weishan, Jr.
Supervisor Anthony Staskunas
Supervisor Dan Sebring
Supervisor Sequanna Taylor

Committee Coordinator: Shanin R. Brown, (414) 278-4073
Research Analyst: Steve Cady, (414) 278-4347

Friday, March 10, 2017

9:00 AM

Room 201B

Public Notice

PLEASE TAKE NOTICE: Members of the Milwaukee County Board of Supervisors (County Board) who are not members of this committee may attend this meeting to participate or to gather information. Therefore, notice is hereby given that this meeting may constitute a meeting of the County Board and/or a meeting of one or more of the County Board's other committees, commissions, or task forces, although no action will be taken at this meeting by the County Board or any of its other committees, commissions, or task forces.

NOTICE: The Committee may consider and vote to recommend County Board adoption of a resolution related to the subject of any "information only" item listed on this agenda. The public will be offered the opportunity to comment on any such proposal at this meeting.

Call To Order

COMPENSATION WORKGROUP - 1

- 1 [17-165](#) From the Compensation Workgroup, providing an informational report, regarding a draft of the Administrative Manual of Operating Procedure, outlining the administration of other salary adjustments for all Milwaukee County employees. **(Considered by the Committees on Personnel, and Finance and Audit) (INFORMATIONAL ONLY UNLESS OTHERWISE DIRECTED BY THE COMMITTEE)**

Attachments: [17-165 REPORT](#)

[17-165 OUTLINE OF PROCEDURES](#)

[17-165 ADMINISTRATIVE MANUAL OF OPERATING PROCEDURE](#)

MILWAUKEE COUNTY BOARD OF SUPERVISORS - 1

- 2 [17-269](#) From the Milwaukee County Board of Supervisors, requesting a written informational report from the Chief Human Resources Officer, Department of Human Resources, on the recent reorganization of the Department, including the Employee Retirement System and Benefits and Compensation Division, and any reclassifications of unclassified positions and compensation changes resulting from this restructuring. **(INFORMATIONAL ONLY UNLESS OTHERWISE DIRECTED BY THE COMMITTEE)**

Attachments: [17-269 REPORT](#)

[17-269 REVISED REPORT \(03/09/17\)](#)

[17-269 REVISED EXHIBIT \(03/09/17\)](#)

DEPARTMENT OF HUMAN RESOURCES - 21

- 3 [17-104](#) From the Director of Compensation/Human Resources Information System, Department of Human Resources (DHR), requesting approval of the classification for a Diversity and Inclusion Coordinator (title code to be determined, pay grade 33M) position within DHR. **(Companion Finance and Audit File No. 17-146)**

Attachments: [17-104 HR REPORT](#)

[17-104 RESOLUTION](#)

[17-104 FISCAL NOTE \(Revised 02/21/17\)](#)

- 4 [17-110](#) From the Director of Compensation/Human Resources Information System, Department of Human Resources (DHR), requesting approval of the classification for a Recruiter (title code to be determined, pay grade 32M) position within DHR. **(Companion Finance and Audit File No. 17-146)**

Attachments: [17-110 HR REPORT](#)

[17-110 RESOLUTION](#)

[17-110 FISCAL NOTE \(Revised 02/21/17\)](#)

- 5 [17-113](#) From the Director of Compensation/Human Resources Information System, Department of Human Resources (DHR), requesting approval of the classification for a Recruitment Representative (title code to be determined, pay grade 22M) position within DHR. **(Companion Finance and Audit File No. 17-146)**

Attachments: [17-113 HR REPORT](#)

[17-113 RESOLUTION](#)

[17-113 FISCAL NOTE \(Revised 02/21/17\)](#)

- 6 [17-114](#) From the Director of Compensation/Human Resources Information System, Department of Human Resources, requesting approval of the classification for a Continuous Improvement Specialist (title code to be determined, pay grade 37M) position in the Department of Administrative Services. **(Companion Finance and Audit File No. 17-68)**
Attachments: [17-114 HR REPORT](#)
[17-114 RESOLUTION](#)
[17-114 FISCAL NOTE \(Revised 02/21/17\)](#)
- 7 [17-124](#) From the Director of Compensation/Human Resources Information System, Department of Human Resources, requesting approval of the classification for an Administrative Assistant (title code 00000041, pay grade 06P) position in the Information Management Services Division, Department of Administrative Services. **(Companion Finance and Audit File No. 17-101)**
Attachments: [17-124 HR REPORT](#)
[17-124 RESOLUTION](#)
[17-124 FISCAL NOTE \(Revised 02/21/17\)](#)
- 8 [17-125](#) From the Director of Compensation/Human Resources Information System, Department of Human Resources, requesting approval of the classification for an Information Technology Application System Analyst-III (title code 00010844, pay grade 28D) position in the Information Management Services Division, Department of Administrative Services. **(Companion Finance and Audit File No. 17-96)**
Attachments: [17-125 HR REPORT](#)
[17-125 RESOLUTION](#)
[17-125 FISCAL NOTE \(Revised 02/21/17\)](#)
- 9 [17-128](#) From the Director of Compensation/Human Resources Information System, Department of Human Resources, requesting approval of the classification for a Contracts Administrator (title code to be determined, pay grade 34M) position in the Information Management Services Division, Department of Administrative Services. **(Companion Finance and Audit File No. 17-97)**
Attachments: [17-128 HR REPORT \(Revised 01/13/17\)](#)
[17-128 RESOLUTION \(Revised 01/13/17\)](#)
[17-128 FISCAL NOTE \(Revised 02/21/17\)](#)

- 10 [17-130](#) From the Director of Compensation/Human Resources Information System, Department of Human Resources, requesting approval of the classification for a Database Administrator (title code to be determined, pay grade 38M) position in the Information Management Services Division, Department of Administrative Services. **(Companion Finance and Audit File No. 17-98)**
Attachments: [17-130 HR REPORT](#)
[17-130 RESOLUTION](#)
[17-130 FISCAL NOTE \(Revised 02/21/17\)](#)
- 11 [17-131](#) From the Director of Compensation/Human Resources Information System, Department of Human Resources, requesting approval of the classification for an Information Technology End User Support Analyst -Lead (title code to be determined, pay grade 21D) position in the Information Management System Division, Department of Administrative Services. **(Companion Finance and Audit File No. 17-99)**
Attachments: [17-131 HR REPORT](#)
[17-131 RESOLUTION](#)
[17-131 FISCAL NOTE \(Revised 02/21/17\)](#)
- 12 [17-132](#) From the Director of Compensation/Human Resources Information System, Department of Human Resources, requesting approval of the classification for a Security Analyst (title code to be determined, pay grade 36M) position in the Information Management Services Division, Department of Administrative Services. **(Companion Finance and Audit File No. 17-100)**
Attachments: [17-132 HR REPORT](#)
[17-132 RESOLUTION](#)
[17-132 FISCAL NOTE \(Revised 02/21/17\)](#)
- 13 [17-133](#) From the Director of Compensation/Human Resources Information System, Department of Human Resources, requesting approval of the classification for a Corrections Manager (title code 00077110, pay grade 915E) position in the House of Correction. **(Companion Finance and Audit File No. 17-53)**
Attachments: [17-133 HR REPORT](#)
[17-133 RESOLUTION](#)
[17-133 FISCAL NOTE \(Revised 02/21/17\)](#)

- 14 [17-135](#) From the Director of Compensation/Human Resources Information System, Department of Human Resources, requesting approval of the classification for a Food Service Operator (title code 0015850, pay grade 24M) position in the Department of Parks, Recreation, and Culture. **(Companion Finance and Audit File No. 17-129)**
Attachments: [17-135 HR REPORT](#)
[17-135 RESOLUTION](#)
[17-135 FISCAL NOTE \(Revised 02/21/17\)](#)
- 15 [17-136](#) From the Director of Compensation/Human Resources Information System, Department of Human Resources, requesting approval of the classification for two Head Lifeguard (title code to be determined, pay grade 09PM) positions in the Department of Parks, Recreation, and Culture. **(Companion Finance and Audit File No. 17-129)**
Attachments: [17-136 HR REPORT](#)
[17-136 RESOLUTION](#)
[17-136 FISCAL NOTE \(Revised 02/21/17\)](#)
- 16 [17-137](#) From the Director of Compensation/Human Resources Information System, Department of Human Resources, requesting approval of the classification for an Office Assistant I (title code 00001370, pay grade 06) position in the Department of Parks, Recreation, and Culture. **(Companion Finance and Audit File No. 17-129)**
Attachments: [17-137 HR REPORT](#)
[17-137 RESOLUTION](#)
[17-137 FISCAL NOTE \(Revised 02/21/17\)](#)
- 17 [17-139](#) From the Director of Compensation/Human Resources Information System, Department of Human Resources, requesting approval of the classification for an Office Assistant III (title code 00001390, pay grade 12) position in the Department of Parks, Recreation, and Culture. **(Companion Finance and Audit File No. 17-129)**
Attachments: [17-139 HR REPORT](#)
[17-139 RESOLUTION](#)
[17-139 FISCAL NOTE \(Revised 02/21/17\)](#)

- 18 [17-140](#) From the Director of Compensation/Human Resources Information System, Department of Human Resources, requesting approval of the classification for a Park Unit Coordinator II-Concessions (title code 0015850, pay grade 24M) position in the Department of Parks, Recreation, and Culture. **(Companion Finance and Audit File No. 17-129)**
Attachments: [17-140 HR REPORT](#)
[17-140 RESOLUTION](#)
[17-140 FISCAL NOTE \(Revised 02/21/17\)](#)
- 19 [17-141](#) From the Director of Compensation/Human Resources Information System, Department of Human Resources, requesting approval of the classification for two Parks Maintenance Worker Assistant (title code 00041120, pay grade 07) positions in the Department of Parks, Recreation, and Culture. **(Companion Finance and Audit File No. 17-129)**
Attachments: [17-141 HR REPORT](#)
[17-141 RESOLUTION](#)
[17-141 FISCAL NOTE \(Revised 02/21/17\)](#)
- 20 [17-142](#) From the Director of Compensation/Human Resources Information System, Department of Human Resources, requesting approval of the classification for three Parks Maintenance Worker (title code 00040482, pay grade 13Z3) positions in the Department of Parks, Recreation, and Culture. **(Companion Finance and Audit File No. 17-129)**
Attachments: [17-142 HR REPORT](#)
[17-142 RESOLUTION](#)
[17-142 FISCAL NOTE \(Revised 02/21/17\)](#)
- 21 [17-143](#) From the Director of Compensation/Human Resources Information System, Department of Human Resources, requesting approval of the classification for a Receptionist (title code 00000014, pay grade 04PM) position in the Department of Parks, Recreation, and Culture. **(Companion Finance and Audit File No. 17-129)**
Attachments: [17-143 HR REPORT](#)
[17-143 RESOLUTION](#)
[17-143 FISCAL NOTE \(Revised 02/21/17\)](#)

- 22 [17-236](#) From the Director of Talent Acquisition and Human Resources Operations, Department of Human Resources, providing an informational report regarding recruiting incentives implemented and designed to help recruit and retain employees in difficult-to-fill positions. **(INFORMATIONAL ONLY UNLESS OTHERWISE DIRECTED BY THE COMMITTEE)**
Attachments: [17-236 REPORT](#)
[17-236 GUIDELINES](#)
- 23 [17-239](#) From the Director of Total Rewards, Department of Human Resources, providing an informational report relative to: Reclassification of Existing positions; Advancements within the Pay Range; Reallocations of Non-Represented positions; 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)**
Attachments: [17-239 REVISED REPORT](#)
[17-239 OBJECTION LETTER \(02/21/17\)](#)

MILWAUKEE COUNTY BOARD OF SUPERVISORS - 1**CLOSED SESSION - ITEM 24**

The Committee may adjourn into closed session under the provisions of Wisconsin Statutes, Section 19.85(1)(g), for the purpose of the Committee receiving oral or written advice from legal counsel concerning strategy to be adopted with respect to pending or possible litigation with regard to the following matter(s). At the conclusion of the closed session, the Committee may reconvene in open session to take whatever actions it may deem necessary.

- 24** [17-243](#) From the Milwaukee County Board of Supervisors, requesting a written informational report from the Chief Human Resources Officer, Department of Human Resources (DHR), and the Interim Director, Employees Retirement System, DHR, regarding the 2014 Voluntary Correction Plan the Administration entered into with the Internal Revenue Service, to include a comprehensive fiscal analysis of the associated costs of corrections to identified failures. **(Considered by the Committees on Personnel, and Finance and Audit)**
(INFORMATIONAL ONLY UNLESS OTHERWISE DIRECTED BY THE COMMITTEE)

Attachments: [17-243 REPORT \(193 pages\)](#)

[17-243 SUPPLEMENTAL MEMO](#)

[17-243 OVERPAYMENT MEMO](#)

[17-243 EXHIBITS - OVERPAYMENT](#)

[17-243 OVERVIEW OF ERS ROLES & RESPONSIBILITIES](#)

[17-243 EXHIBITS - OVERVIEW](#)

[17-243 FIDUCIARY DUTIES MEMO - CORP COUNSEL](#)

CORPORATION COUNSEL - 2

- 25** [16-677](#) From Corporation Counsel, requesting authorization to amend Section 201.24(4.1) of the Milwaukee County Code of General Ordinances, as it pertains to the "Rule of 75." **(Referred to the Committee on Personnel and the Pension Study Commission) (CB 12/15/16: Referred to the Committee on Personnel)**

Attachments: [16-677 REPORT](#)

[16-677 RESOLUTION/ORDINANCE](#)

[16-677 FISCAL NOTE](#)

[16-677 PENSION ANALYSIS](#)

[16-677 SECRETARY OF THE PENSION BOARD CERTIFICATE \(11/16/16\)](#)

[16-677 BUCK CONSULTANTS - RULE OF 75 REPORT \(06/16/16\)](#)

[16-677 PER Amendment 1](#)

[16-677 CB Resolution](#)

CLOSED SESSION - ITEM 26

The Committee may adjourn into closed session under the provisions of Wisconsin Statutes, Section 19.85(1)(g), for the purpose of the Committee receiving oral or written advice from legal counsel concerning strategy to be adopted with respect to pending or possible litigation with regard to the following matter(s). At the conclusion of the closed session, the Committee may reconvene in open session to take whatever actions it may deem necessary.

- 26 [17-235](#) From Acting Corporation Counsel, Office of Corporation Counsel, providing an informational report regarding current and recently concluded pension-related litigation. **(Considered by the Committees on Judiciary, Safety, and General Services, and Personnel) (INFORMATIONAL ONLY UNLESS OTHERWISE DIRECTED BY THE COMMITTEE)**

Attachments: [17-235 REPORT](#)

AdjournmentDeadline for the next meeting:

The next regular meeting for the Committee on Personnel is Friday, April 7, 2017. All original documents and agenda setting copies MUST be in the Committee Coordinator's possession on or before Monday, March 20, 2017, at 4:00 p.m.

ADA accommodation requests:

ADA accommodation requests should be filed with the Milwaukee County Office for Persons with Disabilities, 278-3932 (voice) or 711 (TRS), upon receipt of this notice.