



Department of Human Resources

INTER-OFFICE COMMUNICATION

Date: April 21, 2023
To: Marcelia Nicholson, Chairwoman, Milwaukee County Board of Supervisors
From: Dean Legler, Director of Compensation/HRIS, 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 May 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: Policy Reference, Statute/Ordinance. 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, 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).

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

Margo.Franklin@milwaukeecountywi.gov

Dean.Legler@milwaukeecountywi.gov

Joseph.Lamers@milwaukeecountywi.gov

Daniel.Laurila@milwaukeecountywi.gov

PREPARED BY:

Dean Legler, Director of Compensation/HRIS, 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 April 17, 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
May 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 | Parks | Park Unit Coord 2 | Ice Rink & Recreation Center Mgr | 1 | 24M | \$54,184.00 | \$63,107.20 | \$61,568.83 | 29 | \$63,918.40 | \$76,585.60 | \$63,918.00 | Classified | 3.82% | 4/2/23 | Reclassing position to align job title with job duties and responsibilities. |
| 2 | Reclassification | Parks | Comm Center Supv | Recreation Program Supervisor | 1 | 15 | \$41,704.00 | \$46,654.40 | \$47,587.49 | 18Z | \$46,612.80 | \$52,062.40 | \$48,500.00 | Classified | 1.92% | 4/2/23 | Reclassing position to align job title with job duties and responsibilities. |
| 3 | Reclassification | Parks | Comm Center Supv | Recreation Program Supervisor | 1 | 15 | \$41,704.00 | \$46,654.40 | \$47,438.98 | 18Z | \$46,612.80 | \$52,062.40 | \$48,387.76 | Classified | 2.00% | 4/2/23 | Reclassing position to align job title with job duties and responsibilities. |
| 4 | Advancement | DAS | Manager Financial Cbo- | Manager Financial Cbo- | 1 | 35M | \$83,262.40 | \$99,236.80 | \$83,262.40 | 35M | \$83,262.40 | \$99,236.80 | \$91,000.00 | Classified | 9.29% | 4/2/23 | Equity issue being addressed |
| 5 | Advancement | Sheriff | Assistant Office Supervisor | Assistant Office Supervisor | 1 | 22M | \$50,814.40 | \$58,572.80 | \$55,734.43 | 22M | \$50,814.40 | \$58,572.80 | \$59,744.62 | Classified | 7.20% | 5/28/23 | Equity issue being addressed |
| 6 | Advancement | OEM | Coordinator Emergency Mngmt | Coordinator Emergency Mngmt | 1 | 28M | \$63,107.20 | \$73,299.20 | \$63,939.20 | 28M | \$63,107.20 | \$73,299.20 | \$67,000.00 | Classified | 4.79% | 4/30/23 | Equity issue being addressed |
| 7 | Advancement | Courts | Assistant Purchasing- | Assistant Purchasing- | 1 | 05P | \$37,024.00 | \$47,465.60 | \$44,449.60 | 05P | \$37,024.00 | \$47,465.60 | \$46,176.00 | Classified | 3.88% | 5/28/23 | Equity issue being addressed |
| 8 | Advancement | Courts | Asst Chief Deputy Clrk Probat | Asst Chief Deputy Clrk Probat | 1 | 33M | \$76,606.40 | \$91,291.20 | \$84,947.20 | 33M | \$76,606.40 | \$91,291.20 | \$87,276.80 | Classified | 2.74% | 5/28/23 | Equity issue being addressed |
| 9 | Advancement | Courts | Specialist Clerical Cts- | Specialist Clerical Cts- | 1 | 05P | \$37,024.00 | \$47,465.60 | \$43,118.40 | 05P | \$37,024.00 | \$47,465.60 | \$44,886.40 | Classified | 4.10% | 5/28/23 | Equity issue being addressed |
| 10 | Lump Sum | Corp Counsel | Paralegal | Paralegal | 1 | 24M | \$54,184.00 | \$63,107.20 | \$64,736.00 | 24M | \$54,184.00 | \$63,107.20 | \$5,000.00 | Classified | 0.00% | 4/14/23 | Lump Sum |

| Appointments at an Advanced Step of the Pay Range | | | | | | | | | |
|---|----------|-----------|----------------------------------|-----------|---------|---------|---------|------------------|--|
| Personnel Committee Report | | | | | | | | | |
| May-23 | | | | | | | | | |
| | | | | | | | | | |
| INDEX | REASON | REQUESTOR | CURRENT CLASSIFICATION | PAY GRADE | Min | Max | Rate | APPOINTMENT DATE | JUSTIFICATION |
| 1 | New Hire | Courts | Specialist Clerical Cts | 05P | \$18.16 | \$23.28 | \$19.06 | 3/20/2023 | Training and experience exceed the minimum qualifications for this position. |
| 2 | New Hire | Courts | Specialist Clerical Cts | 05P | \$18.16 | \$23.28 | \$19.06 | 3/20/2023 | Training and experience exceed the minimum qualifications for this position. |
| 3 | New Hire | Courts | Specialist Clerical Cts | 05P | \$18.16 | \$23.28 | \$19.06 | 3/20/2023 | Training and experience exceed the minimum qualifications for this position. |
| 4 | New Hire | Courts | Specialist Clerical Cts | 05P | \$18.16 | \$23.28 | \$19.06 | 3/20/2023 | Training and experience exceed the minimum qualifications for this position. |
| 5 | New Hire | Courts | Specialist Clerical Cts | 05P | \$18.16 | \$23.28 | \$19.06 | 3/20/2023 | Training and experience exceed the minimum qualifications for this position. |
| 6 | New Hire | HOC | Fiscal Spec | 05P | \$18.16 | \$23.28 | \$22.82 | 3/20/2023 | Training and experience exceed the minimum qualifications for this position. |
| 7 | New Hire | Sheriff | Public Safety Officer | 07Z1 | \$17.04 | \$18.97 | \$17.26 | 3/20/2023 | Training and experience exceed the minimum qualifications for this position. |
| 8 | New Hire | DHHS | Financial Eligibility Specialist | 12 | \$18.67 | \$21.04 | \$20.62 | 3/20/2023 | Training and experience exceed the minimum qualifications for this position. |
| 9 | New Hire | Parks | Comm Center Supv | 15 | \$20.46 | \$22.88 | \$22.36 | 3/20/2023 | Training and experience exceed the minimum qualifications for this position. |
| 10 | New Hire | Parks | Park Maint Wrkr 2 | 18Z | \$22.86 | \$25.54 | \$23.59 | 3/20/2023 | Training and experience exceed the minimum qualifications for this position. |
| 11 | New Hire | DHHS | Community Intervention Spec | 24 | \$27.11 | \$31.56 | \$29.25 | 3/20/2023 | Training and experience exceed the minimum qualifications for this position. |
| 12 | New Hire | Airport | Supervisor Airport Ops | 28M | \$30.95 | \$35.95 | \$31.50 | 3/20/2023 | Training and experience exceed the minimum qualifications for this position. |
| 13 | New Hire | Airport | Marketing Coordinator | 31M | \$34.30 | \$40.84 | \$38.44 | 3/20/2023 | Training and experience exceed the minimum qualifications for this position. |
| 14 | New Hire | Courts | Commissioner Cir Ct | 34Z | \$27.49 | \$63.68 | \$43.94 | 3/20/2023 | Training and experience exceed the minimum qualifications for this position. |
| 15 | New Hire | IMSD | Project Manager It | 36M | \$42.80 | \$50.65 | \$48.08 | 3/20/2023 | Training and experience exceed the minimum qualifications for this position. |
| 16 | New Hire | IMSD | Project Manager It | 36M | \$42.80 | \$50.65 | \$45.68 | 3/20/2023 | Training and experience exceed the minimum qualifications for this position. |
| 17 | New Hire | Airport | Fire Fighter Apprentice | 01P | \$14.53 | \$18.10 | \$15.75 | 4/3/2023 | Training and experience exceed the minimum qualifications for this position. |
| 18 | New Hire | D.A. | Clerical Asst 1 Nm | 03Z1 | \$16.00 | \$20.24 | \$17.11 | 4/3/2023 | Training and experience exceed the minimum qualifications for this position. |
| 19 | New Hire | Sheriff | Clerical Spec Sheriff | 05P | \$18.16 | \$23.28 | \$19.06 | 4/3/2023 | Training and experience exceed the minimum qualifications for this position. |
| 20 | New Hire | Courts | Specialist Clerical Cts | 05P | \$18.16 | \$23.28 | \$19.06 | 4/3/2023 | Training and experience exceed the minimum qualifications for this position. |

Appointments at an Advanced Step of the Pay Range

Personnel Committee Report

May-23

| INDEX | REASON | REQUESTOR | CURRENT CLASSIFICATION | PAY GRADE | Min | Max | Rate | APPOINTMENT DATE | JUSTIFICATION |
|-------|----------|-----------|------------------------|-----------|---------|---------|---------|------------------|--|
| 21 | New Hire | HOC | Graphic Designer | 06P | \$19.70 | \$26.28 | \$21.00 | 4/3/2023 | Training and experience exceed the minimum qualifications for this position. |
| 22 | New Hire | HOC | Stores Clerk 1 | 10 | \$17.71 | \$19.85 | \$18.75 | 4/3/2023 | Training and experience exceed the minimum qualifications for this position. |
| 23 | New Hire | Parks | Park Maint Worker Nm | 13Z3 | \$21.40 | \$22.78 | \$22.33 | 4/3/2023 | Training and experience exceed the minimum qualifications for this position. |
| 24 | New Hire | Airport | Airport Mtce Worker Nm | 22OE | \$24.92 | \$28.72 | \$25.42 | 4/3/2023 | Training and experience exceed the minimum qualifications for this position. |
| 25 | New Hire | Courts | Deputy Court Clerk | 25K | \$24.45 | \$30.20 | \$24.92 | 4/3/2023 | Training and experience exceed the minimum qualifications for this position. |
| 26 | New Hire | Airport | Accountant | 25M | \$27.58 | \$31.36 | \$28.50 | 4/3/2023 | Training and experience exceed the minimum qualifications for this position. |
| 27 | New Hire | DAS | Strategy Analyst | 30 | \$32.19 | \$38.44 | \$36.78 | 4/3/2023 | Training and experience exceed the minimum qualifications for this position. |
| 28 | New Hire | DHHS | Deputy Administrator | 36M | \$42.80 | \$50.65 | \$46.01 | 4/3/2023 | Training and experience exceed the minimum qualifications for this position. |

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

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

**Dual Employments
Personnel Committee Meeting
May 2023**

| Dept | Last Name | First Name | Current Classification | Current Pay Range | Dual Employment | Dual Employment Pay Range |
|-------------|------------------|-------------------|-------------------------------|--------------------------|------------------------|----------------------------------|
|-------------|------------------|-------------------|-------------------------------|--------------------------|------------------------|----------------------------------|

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

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

| Dept | Last Name | First Name | Title Description | Class | Status | Emergency Appt Date | AppType | Pay Range |
|-------------|------------------|-------------------|--------------------------|--------------|---------------|----------------------------|----------------|------------------|
|-------------|------------------|-------------------|--------------------------|--------------|---------------|----------------------------|----------------|------------------|

Currently, there are no "Emergency Appointments" to report.

**Temporary Appointment Report
Personnel Committee Meeting
May 2023**

| Requestor | Dept | Last/First Name | Title Code | Title Description | Emp Class | Status | # of Hours in Payroll Period | Temporary Appt Date | Appt Type |
|-----------|------|-----------------|---------------|-------------------|-----------|--------|---------------------------------|---------------------|-----------|
|-----------|------|-----------------|---------------|-------------------|-----------|--------|---------------------------------|---------------------|-----------|

Currently, there are no "Temporary Appointments" to report.

**Temporary Assignment to a Higher Classification (TAHC) Report
Personnel Committee Meeting
May**

| <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 | | 5/26/2023 | Brian Stadler |
| Sheriff | Alexander | Kimberly | Dep Sheriff 1 | 17bz | 22b | Dep Sheriff Sgt | 2/19/2023 | | 5/19/2023 | Frederick Gladney |
| DAS | Bastin | Julia | Sr. Architect | 34a | 38m | Principal Architect | 2/27/2023 | | 5/27/2023 | William Banach |
| Sheriff | Clark | Latina | Corr Offcr 1 Sheriff Nm | 14z1 | 22c | Correctional Officer Sergeant | 2/26/2023 | | 5/26/2023 | Hannah Alexander |
| CRC | Collins | Candice | Correctional Officer Seargents | 22cmc | 22c | Corr Offcr Lt | 2/19/2023 | | 5/20/2023 | Arthur Okoro |
| Courts | Gehling | Noah | Deputy Administrator Division | 28m | 33m | Asst Chief Deputy Clerk | 3/27/2023 | | 6/26/2023 | James Wilson |
| Sheriff | Holton | Douglas | Sheriffs Dept Captain | 916e | 902e | Deputy Sheriff Director | 11/6/2022 | | 2/3/2023 | Daniel Hughs |
| CRC | Jarvis | Breanna | Correctional Officer Seargents | 22cmc | 22c | Corr Offcr Lt | 2/19/2023 | | 5/20/2023 | Brian Koenig |
| Sheriff | Lemke | Barbara | Clerical Spec Sheriff | 05p | 06p | Admin Asst | 1/30/2023 | | 4/30/2023 | Kayla Keys |
| DOT | Nemitz | Craig | Mechanic Fleet | 24 | 26 | Lead Mechanic DOT/PT/UF | 1/16/2023 | | 4/16/2023 | vacant |
| DOT | Rittberg | Jennifer | Sr Analyst B&M | 33jm | 31m | Supervisor Acct. | 9/26/2022 | 6/24/2023 | 12/25/2022 | Tamara Molitor |
| OCC | Rogers | Rhonda | Paralegal | 24m | 30m | Sr Coordinator Office | 12/5/2022 | | 3/5/2023 | Jessica Fredrickson |
| Parks | Roman | Luke | Coordinator Marketing | 27 | 36m | Manager Comm and Marketing | 10/26/2022 | 4/6/2023 | 1/5/2023 | Ian Evarett |
| Sheriff | Stadler | Brian | Corr Offcr Lt | 22cmc | 916e | Correction Manager | 12/4/2022 | | 3/3/2023 | Joshua Briggs |
| CRC | Wilhelm | Thomas | Correctional Officer Seargents | 22cmc | 22c | Corr Offcr Lt | 2/19/2023 | | 5/20/2023 | Antoine Cross |
| ZOO | Williams | Kari | Coor Conservation research | 27m | 902e | Director of Animal Mgmt. and Health | 3/11/2023 | | 6/11/2023 | Joe Gaspard |
| Courts | Yang | Ka | Deputy Administrator Division | 28m | 33m | Asst Chief Deputy Clerk | 3/6/2023 | | 6/10/2023 | Sue Harling |