



Department of Human Resources

INTER-OFFICE COMMUNICATION

Date: May 19, 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 June 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. 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).

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

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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 May 12, 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
June 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 Grade	Current			New Grade	Recommended			Classification	Percentage	Effective Date	Comp Reason
							Min	Max	Current Sal Only		Min	Max	New Sal Only				
1	Reclassification	DAS	Locksmith RC	Locksmith Lead	1	22	\$52,873.60	\$60,944.00	\$67,225.60	26	\$60,673.60	\$71,739.20	\$70,012.80	Classified	4.15%	6/25/2023	Reclassing position to align job title with job duties and responsibilities.
2	Reclassification	DAS	Coordinator Construction	Project Manager AEES	1	29A	\$49,025.60	\$76,897.60	\$76,897.60	34A	\$93,579.20	\$111,280.00	\$99,652.80	Classified	29.59%	6/25/2023	Reclassing position to align job title with job duties and responsibilities.
3	Advancement	Clerk	Manager Legislative Svcs Div	Manager Legislative Svcs Div	1	901E	\$71,947.20	\$105,310.40	\$84,240.00	901E	\$71,947.20	\$105,310.40	\$92,664.00	Unclassified	10.00%	4/30/2023	Equity issue being addressed
4	Advancement	Airport	Hvac Mech 1	Hvac Mech 1	1	20	\$48,984.00	\$56,846.40	\$50,856.00	20	\$48,984.00	\$56,846.40	\$52,873.60	Classified	3.97%	5/14/2023	Equity issue being addressed

Appointments at an Advanced Step of the Pay Range

Personnel Committee Report

Jun-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	4/17/2023	Training and experience exceed the minimum qualifications for this position.
2	New Hire	Courts	Specialist Clerical Cts	05P	\$18.16	\$23.28	\$19.06	4/17/2023	Training and experience exceed the minimum qualifications for this position.
3	New Hire	Courts	Specialist Clerical Cts	05P	\$18.16	\$23.28	\$19.06	4/17/2023	Training and experience exceed the minimum qualifications for this position.
4	New Hire	Child Support	Child Supp Specialist	16J	\$19.24	\$23.55	\$19.24	4/17/2023	Training and experience exceed the minimum qualifications for this position.
5	New Hire	D.A.	Victim Witness Advocate	23M	\$25.94	\$29.78	\$26.80	4/17/2023	Training and experience exceed the minimum qualifications for this position.
6	New Hire	Parks	Playground Technician	24	\$27.11	\$31.56	\$29.60	4/17/2023	Training and experience exceed the minimum qualifications for this position.
7	New Hire	Courts	Deputy Court Clerk	25K	\$24.45	\$30.20	\$24.92	4/17/2023	Training and experience exceed the minimum qualifications for this position.
8	New Hire	DAS	Sr Engineer Construction	34A	\$44.99	\$53.50	\$50.89	4/17/2023	Training and experience exceed the minimum qualifications for this position.
9	New Hire	Courts	Clerical Asst 1 Nm	03Z1	\$16.00	\$20.24	\$17.00	5/1/2023	Training and experience exceed the minimum qualifications for this position.
10	New Hire	HOC	Fiscal Asst 2 Nm	04Z1	\$16.96	\$21.62	\$18.50	5/1/2023	Training and experience exceed the minimum qualifications for this position.
11	New Hire	DHHS	Clerical Asst 2 Nm	04Z1	\$16.96	\$21.62	\$20.00	5/1/2023	Training and experience exceed the minimum qualifications for this position.
12	New Hire	Parks	Lead Park Ranger	05P	\$18.16	\$23.28	\$21.58	5/1/2023	Training and experience exceed the minimum qualifications for this position.
13	New Hire	Courts	Specialist Clerical Cts	05P	\$18.16	\$23.28	\$19.45	5/1/2023	Training and experience exceed the minimum qualifications for this position.
14	New Hire	Parks	Park Maintenance Worker Nm	13Z3	\$21.40	\$22.78	\$21.59	5/1/2023	Training and experience exceed the minimum qualifications for this position.
15	New Hire	Parks	Parks Naturalist	16C	\$18.97	\$30.38	\$24.25	5/1/2023	Training and experience exceed the minimum qualifications for this position.
16	New Hire	DHHS	Human Ser Wkr Nm	16Z4	\$22.12	\$30.38	\$26.00	5/1/2023	Training and experience exceed the minimum qualifications for this position.
17	New Hire	DHHS	Human Ser Wkr Nm	16Z4	\$22.12	\$30.38	\$26.50	5/1/2023	Training and experience exceed the minimum qualifications for this position.
18	New Hire	Airport	Hvac Mech 1	20	\$23.55	\$27.33	\$23.75	5/1/2023	Training and experience exceed the minimum qualifications for this position.
19	New Hire	Airport	Airport Ops Coordinator	22	\$25.42	\$29.30	\$25.42	5/1/2023	Training and experience exceed the minimum qualifications for this position.
20	New Hire	DHHS	Community Intervention Specialist	24	\$27.11	\$31.56	\$29.25	5/1/2023	Training and experience exceed the minimum qualifications for this position.

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

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

**Dual Employments
Personnel Committee Meeting
June 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
June 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
June 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
June**

<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
DAS	Benton	Celia	Project Manager Econ Dev	34m	902e	Director Economic Development	3/27/2023		4/17/2023	Callie Berg
BHD	Carlos	Cindy	Office Support Assistant 2 Nm	02z1	a018	Contract management Assistant	4/16/2023		7/15/2023	Samantha Stewart
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
Parks	Marquardt	Benjamin	Office Assistant 3	12	26m	Special Events Mgr	4/3/2023		7/3/2023	Andrew Krueger
DOT	Rittberg	Jennifer	Sr Analyst B&M	33jm	31m	Supervisor Acct.	9/26/2022	6/24/2023	12/25/2022	Tamara Molitor
Sheriff	Stadler	Brian	Corr Offcr Lt	22cmc	916e	Correction Manager	12/4/2022		3/3/2023	Joshua Briggs
BHD	Wells	Trishonia	Coordinator Contract Services BHD	p009	p010	Contract Services Coordinator Lead	3/5/2023		6/5/2023	Sara Torres
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