



Department of Human Resources

INTER-OFFICE COMMUNICATION

Date: December 23, 2024
To: Marcelia Nicholson, Chairwoman, Milwaukee County Board of Supervisors
From: Tony Maze, Director of Total Rewards, Department of Human Resources
Subject: From the Director of Total Rewards, Department of Human Resources, requesting approval to abolish 1.0 FTE Specialist HR System/ Compensation – Pay Range 29M and create 1.0 FTE Total Rewards Operations Analyst – Pay Range 22M
File Type: Action Report

REQUEST

A report from the Director of Total Rewards, Department of Human Resources, requesting approval to abolish 1.0 FTE Specialist HR System/Compensation – Pay Range 29M and create 1.0 FTE Total Rewards Operations Analyst – Pay Range 22M.

POLICY

Table with 2 columns: Policy Reference and Description. Rows include Wisconsin State Statutes (Wis Stats 59.17), Milwaukee County Code of General Ordinances (MCGO 17.05(1)), and Specific Adopted Budget (2025 Adopted Budget).

BACKGROUND

The Department of Human Resources (DHR) is looking to abolish the Specialist HR System/Compensation and create a position of Total Rewards Operations Analyst. Due to the passage of Wisconsin Act 12 which mandates the Wisconsin Retirement System or WRS participation for most County employees hired on/after January 1, 2025. Milwaukee County is also required to have a WRS Agent to be the SME and work directly with WRS. This new role will be that WRS Agent.

WRS Agent Core Responsibilities

- Compliance: Ensure compliance with WRS rules and regulations
Liaison with EFT: Handle inquiries, audits, and required documentation
Eligibility: Assess WRS participation eligibility and guide employees on enrollment and rehire rules
Payroll Reporting: Submit monthly payroll reports and adjustments to ETF
Manage Changes: Report updates on employee status (retirements, terminations, etc.)

ALIGNMENT TO STRATEGIC PLAN

Describe how the item aligns to the objectives in the strategic plan: Due to the passage of Wisconsin Act 12 which mandates the Wisconsin Retirement System or WRS participation for most County employees hired on/after January 1, 2025. Milwaukee County is also required to have a WRS Agent to be the SME and work directly with WRS.

FISCAL EFFECT

The savings for 2025 are approximately (\$26,606) for the above position actions with the position being vacant all year. The Specialist HR System/Compensation position salary for 2025 is budgeted at \$73,343, including social security. It is assumed the Total

Rewards Operation Analyst will be hired at the salary of \$29.89 per hour beginning on March 16, 2025. The total hours for 2025 are expected to be 1,664. With social security, the total cost of the new position is \$49,737.

There is no additional funding being requested for the abolish create. In future years the decrease would be included in the budget process. The impacts for 2025 are a decrease in personnel costs of approximately \$23,606 and a reduction to personnel costs of \$6,416 in the subsequent year.

A hire date for the Total Rewards Operations Analyst of March 16, 2025, at an hourly rate of \$29.89 per hour. The savings include social security and does not include fringe.

Milwaukee County is required to have a WRS Agent as the SME who will work directly with WRS to ensure Milwaukee County employees are processed through their systems correctly and is able to submit monthly payroll reports and adjustments to WRS system coordinator ETF.

### **POSITION INFORMATION**

Action	Title	Pay Range	Annual Salary Range (without SS)
Abolish	Specialist HR System/Compensation	29M	\$67,870 - \$81321
Create	Total Rewards Operations Analyst	22M	\$53,932 - \$62,184

### **VIRTUAL MEETING INVITES**

[Margo.Franklin@milwaukeecountywi.gov](mailto:Margo.Franklin@milwaukeecountywi.gov)

[Tony.Maze@milwaukeecountywi.gov](mailto:Tony.Maze@milwaukeecountywi.gov)

### **PREPARED BY:**

Tony Maze, Director of Total Rewards, Department of Human Resources

### **APPROVED BY:**

Margo Franklin, Chief Human Resources Officer, Department of Human Resources

### **ATTACHMENTS:**

Resolution

Fiscal Note

DHR Report

Job Evaluation Questionnaire (JEQ)

OSBP Report (Office of Strategy, Budget and Performance)

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  
 Joe Lamers, Director - Strategy, Performance & Budget  
 Supervisor Patty Logsdon., Chair, Personnel Committee  
 Personnel Committee Members  
 Steve Cady, Research & Policy Director, Office of the Comptroller  
 Clarence Kinnard, Committee Coordinator, Office of the County Clerk  
 Tracy Castillo, Associate Accountant, Central Business Office  
 Amy McKinney, CBO Finance Manager, Central Business Office  
 Josh Scott, Budget and Management Analyst, Strategy, Performance & Budget