COUNTY OF MILWAUKEE Department of Human Resources

INTER-OFFICE COMMUNICATION

AMENDED

DATE

January 18, 2012

To

: Committee on Personnel

FROM

Herry Mitchell Kerry J. Mitchell, Interim Director of Human Resources,

SUBJECT:

Amended Informational Report for 01/27/2012

Personnel 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 ECP**) are provided in accordance with the provisions of Chapter 17 and may be included on the agenda of the January 27, 2012 Personnel Committee Meeting for informational purposes.

In the event the Personnel Committee takes no action, the transactions noted on the reports will be implemented.

KJM:rly

Copy: HR Managers

Org	Position	Current	Current	Proposed	Proposed	Current	l			Reason
		Classification (Title)	Pay Range	Classification (Title)	Pay Range			Steps	Rates	
							<u> </u>			
2432	59270	Legal Counsel 2	34EM	Legal Counsel Administrator	37AM	\$6,448	\$6,985	ļ		Change in Duties
				Child Support Services					I	
								in 04 ii		
								05	\$58.3624	

2432	59260	Legal Counsel Child	38M	Legal Counsel Assistant	38LM	\$5,635	\$6,104			Change in Duties
	*****	Support Supervisor		Administrator				02		
								03	1	
							<u> </u>			
								3		
								6		
								7	\$53.7739	
9910	00017	Clerical Assistant 2 NR	4PM	Executive Assistant-UW	6PM	\$3,572	\$3,889			Change in Dutie
				Extension						
	***************************************		***************************************					03		
								04		
								05		
								06		
								07		
								08		
								09	\$20.9068	
9000	42190	*Forestry Worker DOT	15Z	Natural Resources Technician	15Z	\$0	\$0			Retitle
				Parks						<u> </u>
2000	10455	**** - Mindre DOT	24	Netural Pagaurage Technician	21	80	\$0	+	-	Retitle
9000	42155				41	40		+	1	1,000
.		in Unarge		III Charge Parks	<u> </u>	 				
	2432	2432 59270 2432 59260 2432 59260 9910 00017	Classification (Title) 2432 59270 Legal Counsel 2 2432 59260 Legal Counsel Child Support Supervisor 9910 00017 Clerical Assistant 2 NR 9000 42190 *Forestry Worker DOT	Classification (Title)	Classification (Title) Pay Range Classification (Title) 2432 59270 Legal Counsel 2 34EM Legal Counsel Administrator Child Support Services 2432 59260 Legal Counsel Child 38M Legal Counsel Assistant Support Supervisor Administrator 9910 00017 Clerical Assistant 2 NR 4PM Executive Assistant-UW Extension 9900 42190 *Forestry Worker DOT 15Z Natural Resources Technician Parks 9000 42155 **Forestry Worker DOT 21 Natural Resources Technician	Classification (Title) Pay Range Classification (Title) Pay Range 2432 59270 Legal Counsel 2 34EM Legal Counsel Administrator 37AM Child Support Services 2432 59260 Legal Counsel Child 38M Legal Counsel Assistant Support Supervisor Administrator 9910 00017 Clerical Assistant 2 NR 4PM Executive Assistant-UW 6PM Extension 9900 42190 *Forestry Worker DOT 15Z Natural Resources Technician 15Z Parks 9000 42155 **Forestry Worker DOT 21 Natural Resources Technician 21	Classification (Title) Pay Range Classification (Title) Pay Range Impact (Top Step) 2432 59270 Legal Counsel 2 34EM Legal Counsel Administrator 37AM \$6,448 Child Support Services 2432 59260 Legal Counsel Child 38M Legal Counsel Assistant 38LM \$5,635 Support Supervisor Administrator 9910 00017 Clerical Assistant 2 NR 4PM Executive Assistant-UW 6PM \$3,572 Extension 9900 42190 *Forestry Worker DOT 15Z Natural Resources Technician 15Z \$0 Parks 9000 42155 **Forestry Worker DOT 21 Natural Resources Technician 21 \$0	Classification (Title)	Classification (Title)	Classification (Title)

^{*5} positions

^{**36} positions

Personnel Committee Meeting Date: January 27, 2012

Reclassification Report

Requestor	Org	Position	Current	Current	Proposed	Proposed	Current	Annual	Rate	Pay Grade	Reason
· · · · · · · · · · · · · · · · · · ·	1		Classification (Title)	Pay Range	Classification (Title)	Pay Range	Year	Year	Steps	Rates	
Parks	9000	40650	*Park Patrol	1P	Park Ranger In Charge	7PM	\$8,426	\$9,128	01	\$17.8082	Change in Duties
	1								02	\$18.4369	
	1								03	\$19.0653	
				1					04	\$19.6939	
	1								05	\$20.3223	
	1				LANSON MARKET TO THE STATE OF T				06	\$20.9508	
	-								07	\$21.5794	
									08	\$22.2078	
									09	\$22.8365	
Parks	9000	40650	**Park Patrol	1P	Park Ranger In Charge	7PM	\$12,771	\$13,835	01	\$17.8082	Change in Duties
Tana	1 3000		1 2011 7 2011 21				<u> </u>		02	\$18.4369	
									03	\$19.0653	
***************************************	1	***************************************							04	\$19.6939	
				- 		-	<u> </u>		05	\$20.3223	***************************************
									06	\$20.9508	***************************************
									07	\$21.5794	
	_		pp				<u> </u>		08	\$22.2078	
	-		LIMACIALAMA						09	\$22.8365	
***************************************		1				<u> </u>					
*Filled	-										
**Vacant											

Personnel Committee Meeting Date: January 27, 2012

Reclassification Report

In accordance with the provisions of 17.05 of the Milwaukee County General Ordinances, the Director of Human Resources intends to reclassify the position noted below. The Department of Administration has verified that funds are available within the adopted budget to cover the cost associated with this action.

Requestor	Org	Position	Current .	Current	Proposed	Proposed	Current	Annual	Rate	Pay Grade	Reason
			Classification (Title)	Pay Range	Classification (Title)	Pay Range	Year	Year	Steps	Rates	
			0.4417	30M	Safety, Security and Training	32M	\$5,045	\$5,466	01	\$30.3527	Change in Duties
Parks	9000	41340	Safety and Training	JUN		OZINI	ψο,ο.ο	. 40,100	02	\$31.7185	
			Coordinator Parks	ļ	Manager	-	 		03	\$33.1122	
									04	\$34.4813	
									05	\$36.1423	
Family Coro	7990	76154	Accounting Manager CMO	32M	Assistant Program Administrator	33M	\$2,628	\$2,847	01	\$31,7185	Change in Duties
Family Care	7990	70154	Accounts Receivable	OZ.III	Fiscal/Contracts				02	\$33.1122	
	1		Account Nocortagio	 					03	\$34.4813	
****	1								04	\$36.1423	
									05	\$37.8038	
Family Care	7993	04350	Accountant IV NR	25M	Accounting Manager	32M	\$11,528	\$12,489	01	\$30.3527	Change in Duties
1 dilay date	1,000				Family Care				02	\$31.7185	
	1								03	\$33.1122	
					-				04	\$34,4813	
									05	\$36.1423	
Opposito	1188	04895	Benefits Operations	38M	ExDir2-Employee Benefits	902E	\$12,905	\$13,980	Min	\$37.2000	Change in Duties
Benefits	1100	U4090	Manager Manager	00111	Administrator				Mid	\$46,1600	
	-								Max	\$55.1200	

\$68,958 \$74,723

Total

Personnel Committee Meeting Date: January 27, 2012

AMENDED

Reclassification Report

Requestor	Org	Position	Current	Current	Proposed	Proposed	Current	Annual	Rate	Pay Grade	Reason
Nequestor	V.9		Classification (Title)	Pay Range	Classification (Title)	Pay Range	Year	Year	Steps	Rates	
Parks	9000	41340	Safety and Training	30M	Safety, Security and Training	32M	\$5,045	\$5,466	01	\$30.3527	Change in Duties
raiks	9000	41340	Coordinator Parks	30141	Manager				02	\$31,7185	·····
			Cooldinator Larks		manago				03	\$33,1122	
			3						04	\$34.4813	
									05	\$36.1423	
Family Care	7990	76154	Accounting Manager CMO	32M	Assistant Program Administrator	33M	\$2,628	\$2,847	01	\$31.7185	
ranniy care	1990	10104	Accounts Receivable	JEIII	Fiscal/Contracts		,		02	\$33.1122	***************************************
			Accounts receivable			 			03	\$34.4813	
	-]		04	\$36.1423	
									05	\$37.8038	
Family Care	7993	04350	Accountant IV NR	25M	Accounting Manager	32M	\$11,528	\$12,489	01	\$30.3527	Change in Duties
rainiy core	1	0.000			Family Care				02	\$31.7185	
									03	\$33.1122	
	-		***************************************				1		04	\$34.4813	-
									05	\$36.1423	
Benefits	1188	80074	ExDir1-Retirement Systems	901E	ExDir2-Employee Benefits	902E	\$15,340	\$16,619	ii Min	\$37,2000	Change in Duties
DOLLORIO	1100	00017	Manager		Administrator				Mid	\$46.1600	
		ļ	111111111111111111111111111111111111111			<u> </u>	1	1	Max	\$55.1200	

Requestor	Org	Position	Current	Current	Proposed	Proposed	Current	Annual	Rate	Pay Grade	Reason
			Classification (Title)	Pay Range	Classification (Title)	Pay Range	Year	Year	Steps	Rates	
DHHS	8942	55550	*Intake Specialist CCC	16	Human Service Worker Juvenile	16C	\$22,155	\$24,030	01	\$16,0074	
שחחס	0342	33330	make opecialist ooc	10	Justice		1		02	\$16,3806	
									03	\$16,7537	,***
	_								04	\$17.2648	
······································				-	***************************************	 			05	\$17.7536	
			111111111111111111111111111111111111111				<u> </u>		06	\$18.2252	
			***************************************						07	\$18.7830	
	-				***************************************				08	\$19.3138	
	- 							<u> </u>	09	\$19.8730	
 -	_								10	\$20.6426	
	_								11	\$21.4659	
									12	\$22.3420	
									13	\$23.0695	
								1	14	\$23.8285	
	_							1	15	\$24.7311	
							†		16	\$25.1942	
···········			*****						17	\$25.6422	
	+					<u> </u>			1		i
						 	<u> </u>	1			
				 		1		1			
						·					

^{*15} filled positions

Requestor	Org	Position	Current	Current	Proposed	Proposed	Current	Annual	Rate	Pay Grade	Reason
			Classification (Title)	Pay Range	Classification (Title)	Pay Range	Year	Year	Steps	Rates	
DHHS	8942	55550	*Intake Specialist CCC	16	Human Service Worker Juvenile	16C	\$905	\$980	01	\$16.0074	Retitle
			X		Justice			1	02	\$16.3806	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
			***************************************						03	\$16.7537	
								<u> </u>	04	\$17.2648	
									05	\$17.7536	
	11								06	\$18,2252	
			11.00000	1	***************************************		*************************************		07	\$18.7830	
									08	\$19.3138	
									09	\$19.8730	
					•				10	\$20.6426	
					•				11	\$21.4659	
						***************************************			12	\$22.3420	
					***************************************				13	\$23.0695	
	† †			1			-		14	\$23.8285	
	1	·····							15	\$24.7311	
·	1	***************************************							16	\$25.1942	
*****	1	***************************************					<u> </u>		17	\$25.6422	
	1 1						1			***************************************	
	1 1				·····						j
					MMM:::::::::::::::::::::::::::::::::::						
	1 1							<u> </u>	1		

^{*1} vacant position

In accordance with the provisions of 17.05 of the Milwaukee County General Ordinances, the Director of Human Resources Intends to reclassify the position noted below. The Department of Administration has verified that funds are available within the adopted budget to cover the cost associated with this action.

Requestor	Org	Position	Current	Current	Proposed	Proposed	Current	Annual	Rate	Pay Grade	Reason
			Classification (Title)	Pay Range	Classification (Title)	Pay Range	Year	Year	Steps	Rates	
DHHS	8942	55550	*Intake Specialist CCC	16	Human Service Worker Juvenile	16C	\$2,954	\$3,204	01	\$16,0074	Retitle
· · · · · · · · · · · · · · · · · · ·			Bilingual Spanish		Justice Bilingual Spanish				02	\$16.3806	
					***************************************				03	\$16.7537	
									04	\$17.2648	
									05	\$17.7536	
					***************************************				06	\$18.2252	
									07	\$18.7830	
									08	\$19.3138	
									09	\$19.8730	
									10	\$20,6426	
									11	\$21.4659	
									12	\$22.3420	
									13	\$23.0695	
									14	\$23.8285	
									15	\$24.7311	
									16	\$25.1942	
			***************************************						17	\$25.6422	
DHHS	8941	56300	**Human Service Worker	16C	Human Service Worker Juvenile	16C	\$0	\$0			Retitle
					Justice						
				İ		-		1	1		
		<u> </u>									

^{*2} filled positions Total

\$97,407 \$105,.576

^{** 45} positions

Personnel Committee Date:

January 27, 2012

ADVANCEMENT WITHIN THE PAY RANGE REPORT

In accordance with the provisions of 17.10 of the County General Ordinances, the Director of Human Resources intends to appove the advancement within the pay range for the positions noted below. The Department of Administration has verified that funds are available within the adopted budget to cover the cost associated with these actions.

REQUESTOR	<u>DEPT</u> <u>ORG</u> UNIT	TITLE CODE NO POS	CURRENT CLASSIFICATION REQUESTED STEP CHANGE	<u>PAY</u> RANGE	CURR YEAR	SUB YEAR	RATE STEPS	PAYGRADE RATES	REASON
Parks	9100	000795607,0002	Business Operations To advance from step 3 to step 4 of	916E	\$425	\$3,696	01 02 03 04 05 06 07	\$ 32 8683 \$ 34 5328 \$ 36,1770 \$ 37.82157 \$ 39,4660 \$ 40,6994 \$ 41,9326 \$ 42,7549	To retain the services of the incumbent

Total: \$3,696

Realiocation Report - AMENDED Personnel Committee Meeting January 27, 2012

In accordance with the provisions of 17.055 of the County General Ordinances, the Director of Human Resources intends to reallocate the positions noted below.

The Department of Administration has verified that funds are available within the adopted budget.

DEPT	DEPT ORG	TITLE CODE	AUT POS	FILLED POS	CURRENT CLASSIFICATION	CURRENT PAY RANGE & # OF STEPS	PAY RATE	RECOMMENDED PAY RANGE & # OF STEPS	PAY RATE	PAY STEP	NEW PAY RATE	CURR YEAR DIFF	SUB YEAR DIFF	MAX YEAR DIFF	REASON
5040	5051	00075770	001	001	Airport Maintenance Manager	915E 8 STEPS IN PAY RANGE	\$ 29.2104 \$ 30.6708 \$ 32.1317 \$ 33.5919 \$ 35.0526* \$ 36.1484 \$ 37.2435 \$ 37.9737	34M 5 STEPS IN PAY RANGE	\$ 33.1122 \$ 34.4813 \$ 36.1423* \$ 37.8038 \$ 39.4385	From step 5 of old rate to step 3 of new rate	\$36,1423	\$2,158	\$2,449	S2,449	SALARY COMPRESSION
5040	5061	00076780	001	001	Airport Operations Managers	915E 8 STEPS IN PAY RANGE	\$ 29.2104 \$ 30.6708 \$ 32.1317 \$ 33.5919 \$ 35.0526 \$ 36.1484* \$ 37.2435 \$ 37.9737	34M 5 STEPS IN PAY RANGE	\$ 33.1122 \$ 34.4813 \$ 36.1423 \$ 37.8038* \$ 39.4385	From step 6 of old raate to step 4 of new rate		\$3,279	\$3,721	\$3,721	SALARY COMPRESSION
5100	5190	00077430	001	001	Highway Maintenance Manager	915E 8 STEPS IN PAY RANGE	\$ 29.2104 \$ 30.6708 \$ 32.1317 \$ 33.5919 \$ 35.0526 \$ 36.1484* \$ 37.2435	34M 5 STEPS IN PAY RANGE	\$ 33.1122 \$ 34.4813 \$ 36.1423 \$ 37.8038* \$ 39.4385	From step 6 of old rate to step 4 of new rate	\$37.8083	\$3,279	\$3,721	\$3,721	SALARY COMPRESSION
5100	5190	00077460	001	001	Assistant Highway Maintenance Manage	914E 8 STEPS IN PAY RANGE	\$ 37.9737 \$ 26.1407 \$ 27.4477 \$ 28.7546 \$ 30.0614 \$ 31.3686 \$ 32.3487 * \$ 33.3289 \$ 33.9827	31M 5 STEPS IN PAY RANGE	\$ 28.9577 \$ 30.3527 \$ 31.7185 \$ 33.1122* \$ 34.4814	From step 6 of old rate to step 4 of new rate		\$1,512	\$1,716	\$1,716	SALARY COMPRESSION
1140	1141	00076632	001	NA .	Executive Director 2- Human Resources Compensation Manage	38M 5 STEPS IN THE PAY II RANGE	\$ 36.1423 \$ 27.8038	902E PAY RANGE CONSIS OF A MINIMUM, MIDPOINT AND MAXIMUM WAGE RATI	\$31.20 \$46.46	NA, NO . CURRENT INCUMBENT	NA.	NA .	NA	NA	RECRUITMENT & RETENTION
6300	6363	00053355	001	001	Rehabilitation Service Supervisor	28M 5 STEPS IN THE PAY RANGE	\$26.1250 \$26.4650 \$27.7247 \$28.9577 \$ 30.3527	31M 5 STEPS IN PAY RANGE	\$ 31.7185* \$33.1122 \$34.4814	From step 5 of ok rate to step 2 of new rate	\$31.7185	\$2,588	\$3,070	\$3,070	SALARY COMPRESSION
6300	6403	00056660	001	001	Community Support Program Coordinator	28M 5 STEPS IN THE PAY RANGE	\$26.1250 \$26.4650 \$27.7247 \$28.9577 \$30.3527	31M 5 STEPS IN PAY RANGE	\$ 31.7185* \$33.1122 \$34.4814	From step 5 of old rate to step 2 of new rate	\$31,7185	\$2,588	\$3,070	\$3,070	SALARY COMPRESSION
6300	6403	00056660	002	002	Community Support Program Coordinator	28M 5 STEPS IN THE PAY RANGE	\$26.1250 \$26.4650 \$27.7247 \$28.9577 \$30.3527	31M 5 STEPS IN PAY RANGE	\$28.9577 \$30.3527 \$31.7185* \$33.1122 \$34.4814 TOTALS	From step 5 of ok rate to step 2 of new rate	\$31.7185	\$2,588 \$15,404.00	\$3,070 \$17,747.00	\$3,070 \$17,747,00	SALARY COMPRESSION

^{*} Bold pay rates indicate old and new rates used to determine fiscal impact of Reallocation for incumbent currently in the position.

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