# COUNTY OF MILWAUKEE Department of Human Resources INTER-OFFICE COMMUNICATION

- **DATE** : May 18, 2012
- To : Committee on Personnel
- **FROM** : Kerry J. Mitchell, Director of Human Resources

# SUBJECT : Informational Report for 05/18/2012 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 May 18, 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

## Personnel Committee Meeting Date: May 18, 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	Annual	Total Annual Salary	Reason
			Classification (Title)	Pay range	Classification Title)	Pay range	Year	Year	Steps	Rates	Salary	& Active Pension	
							Impact	Impact				& Social Security	
Z00	9500	00004300000013	Accountant 3	21	Accountant 2 (Zoo)	17	(\$5,747)	(\$11,494)	1	\$18.23	\$37,908.42	\$49,171.00	Duties
									2	\$18.78	\$39,068.64		
									3	\$19.31	\$40,172.70		
									4	\$19.87	\$41,335.84		
									5	\$20.64	\$42,936.61		
County Board	1000	00084673000001	Adm. Sec - Asst to Chief	25M	Office Coordinator	30M	\$5,708	\$9,894	1	\$27.72	\$57,667.38	\$91,286.00	Duties
			of Staff						2	\$28.96	\$60,232.02		
									3	\$30.35	\$63,133.62		
									4	\$31.72	\$65,974.48		
									5	\$33.11	\$68,873.38		
County Board	1000	00085365000001	Adm. SecAdm. Asst 2	18M	Public Information Asst	23M	\$5,126	\$8,884	<b>1</b>	\$21.91	\$45,564.48	\$69,785.00	Duties
									2	\$22.62	\$47,048.14	1	
									3	\$23.36	\$48,596.08		
									4	\$24.25	\$50,437.30		
									5	\$25.13	\$52,279.34		
DAS - Fiscal	1151	00000073000003	Admin. Specialist - Fiscal	07PM	Fiscal Analyst	24M	\$6,781	\$11,755	1	\$22.43	\$46,644.42	\$71,107.00	Duties
									2	\$23.28	\$48,427.81		
									3	\$24.14	\$50,207.66		
									4	\$24.99	\$51,987.10		
									5	\$26.13	\$54,340.42		
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# RECLASS DAS FISCAL FORM 4/30/2012

# **RECLASSIFICATION DAS FISCAL FORM**

Department: Zoological Department Date of Reclass Request: April 27, 2012 Date of anticipated reclasses: May 24, 2012

					T	T		*****	[ ····						
ltem	Org	Low	Title	Position	Pay	Step	No. of		Hrly	Biweekły	Social	Fringe	Pay Periods	2012	Annual
	Unit	Org	Code	Name	Range		Positions	FTEs	Rate	Salary	Security	Benefits**	Remaining	total	Total
	EXISTING	POSITION	√(S)*:			1									
1	9500		00004300	Accountant 3	21	05	1	1.0	23.83	1,906	146	281	13	30,333	60,665
2						1								0	0
													SUBTOTAL:	30,333	60,665
	RECLASS	POSITION	√(S)*:			[									
						-									
1	9500		TBD	Accountant 2 (Zoo)	17	03	1	1.0	19.31	1,545	118	228	13	24,586	49,171
2													0	0	0
													SUBTOTAL:	24,586	49,171
					[	1			[				t t		· · · · · · · · · · · · · · · · · · ·
										T	TOTAL COST:			(5,747)	(11,494)

\* Pension Fixed Rate for 2012 = 14.75% of salary (No impact on Health Insurance of this action) \*\*

DOES THE DEPARTMENT HAVE SUFFICIENT FUNDS FOR THE RECLASS:

Yes Yes

DOES DAS APPROVE THE ABOVE MENTIONED RECLASSIFICATIONS? COMMENT/NARRATIVE (optional):

FISCAL AND BUDGET ADMINISTRATO

5/1/12 DATE

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# RECLASS DAS FISCAL FORM 5/3/2012

### RECLASSIFICATION DAS FISCAL FORM

Department:	County Board
Date of Reclass Request:	5/3/2012
Date of anticipated reclasses:	5/27/2012

Γ					T T	T	l l								
Item	Org	Low	Title	Position	Pay	Step	No. of		Hrly	Biweekly	Social	Fringe	Pay Periods	2012	Annual
	Unit	Org	Code	Name	Range		Positions	FTEs	Rate	Salary	Security	Benefits**	Remaining	total	Total
	EXISTING	POSITION	I(S)*:												
1	1000	1000	84673	Admin Sec - Assistant to Chief of Staff	25M	5	1	1.0	26.47	2,117	162	851	15	46,957	81,392
2	1000	1000	85365	Amin Sec - Admin Asst. 2	18M	1	1	1.0	18.42	1,473	113	756	15	35,135	60,901
						L									
						<u> </u>			<u> </u>				SUBTOTAL:	82,092	142,293
	RECLASS	POSITION	I(S)*:										<u> </u>		
						l		<b>.</b>							
1	1000	1000	84673	Office Coordinator	30M	1	1	1.0	27.72	2,218	170	866	15	48,800	84,587
2	1000	1000	85365	Public Information Asst.	23M	1	1	1.0	21.906	1,752	134	797	15	40,261	69,785
					i	<u> </u>		-						·····	
													SUBTOTAL:	89,061	154,372
				····	l	l				r	OTAL COST:			6,969	12,079

\* Pension Fixed Rate for 2012 = 14.75% of salary

DOES THE DEPARTMENT HAVE SUFFICIENT FUNDS FOR THE RECLASS:

Yes Yes

DOES DAS APPROVE THE ABOVE MENTIONED RECLASSIFICATIONS? COMMENT/NARRATIVE (optional): Both positions have additional and higher level responsibilities.

FISAL AND BUDGET ADMINISTRATO

5/3/12

DATE

# RECLASS DAS FISCAL FORM 5/3/2012

#### RECLASSIFICATION DAS FISCAL FORM

Department:	DAS - Fiscal Affairs
Date of Reclass Request:	5/3/2012
Date of anticipated reclasses:	5/27/2012

ltem	Org Unit EXISTING	Low Org POSITION	Title Code	Position Name	Pay Range	Step	No. of Positions	FTEs	Hrly Rate	Biweekly Salary	Social Security	Fringe Benefits**	Pay Periods Remaining	2012 total	Annual Total
1	1151	1156	00073	Admin Specialist - Fiscal Affairs	07PM	1	1	1.0	17.8082	1,425	109	749	15	34,242	59,352
	RECLASS	POSITION	l(S)*:								······		SUBTOTAL:	34,242	59,352
1	1151	1156	00073	Fiscal Analyst NR - Fiscal Affairs	24M	1	1	1.0	22.43	1,794	137	804	15	41,023	71,107
													SUBTOTAL:	41,023	71,107
						<u> </u>				T	OTAL COST:		<u> </u>	6,781	11,755

\* Pension Fixed Rate for 2012 = 14,75% of salary

DOES THE DEPARTMENT HAVE SUFFICIENT FUNDS FOR THE RECLASS:

Yes Yes

DOES DAS APPROVE THE ABOVE MENTIONED RECLASSIFICATIONS? COMMENT/NARRATIVE (optional): Both positions have additional and higher level responsibilities.

FISCHARD BUDGET ADMINISTRATOR

5/3/12 DATE

## Personnel Committee Date:

May 18, 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> ORG UNIT	TITLE CODE NO POS	CURRENT CLASSIFICATION REQUESTED STEP CHANGE	PAY RANGE	<u>CURR</u> <u>YEAR</u>	SUB YEAR	<u>RATE</u> STEPS	PAYGRADE RATES	REASON
Clerk of Circuit Courts	2811	00076660	Human Resource Manager - Courts	914E	\$1,359	\$2,719	01 02 03 04 05 06 07 08	\$ 26.1407 \$ 27.4477 \$ 28.7546 \$ 30.0614 <b>\$ 31.3686</b> \$ 32.3487 \$ 33.3289 \$ 33.9827	Retention of Incumbent
DAS	1151	00012243	Capital Finance Planning Analyst 3	MLEE	\$4,493	\$7,788	·	\$ 27 7247 \$ 28.9577 \$ 30.5327 \$ 31.7185 \$ 33.1122 \$ 34.4813 <b>\$ 36.1423</b> \$ 37.8038	Retention of Incumbent
Clerk of Circuit Courts	2811	00079120	Assistant Chief Deputy Clerk - Senior Administrator	916E			03	\$ 32,8883   \$ 34,5328   \$ 36,1770   \$ 37,8215   \$ 39,4668   \$ 40,6994   \$ 41,9326   \$ 42,7549	Retention of Incumbent

Total:

\$5,852 \$10,507

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### Reallocation Report Personnel Committee Meeting MAY 18, 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	STEPS	CURRENT RATE	PAY RECOMMENDED RANGE	PAY	STEPS	R	ECOMMENDED PAY RATE	PAY STEP	NEW PAY RATE	CURR YEAR DIFF	SUB YEAR DIFF	MAX YEAR DIFF	REASON
SHERIFF	4000	0005770	1	1	STAFF PSYCHIATRIST	44XM	01 02 03 04 05 06 07	\$ 69.7 \$ 72.1 \$ 74.6 \$ 77.3 \$ 80.0 \$ 82.8 \$ 85.7	720 979 125 44PM 184 190	E	01 02 03 04 05 06 07	\$ \$ \$ \$ \$ \$ \$ \$	82.8190 85.7177 88.7178 91.8230 95.0367 98.3630 101.8057	02	\$88.7176	\$3,856	\$7,711	\$7,711	RETENTION & RECRUITMENT
SHERIFF	40:0	00050771	2		STAFF PSYCHIATRIST HOURY	44XM	01 02 03 04 05 06 07	\$ 697 \$ 723 \$ 746 \$ 773 \$ 800 \$ 828 \$ 857	814 720 779 125 44PM 184 190		01 02 03 04 05 06 07	\$ \$ \$ \$ \$ \$ \$	62.8190 85.7177 88.7178 91.8230 95.0367	02	\$85.7 <b>1</b> 78	\$3.958	\$6;718	\$6,718	RETENTION & RECRUITMENT

TOTALS\*\*

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\$7,214 \$14,429 \$14,429

# REALLOCATION DAS FISCAL FORM 5/3/2012

### REALLOCATION DAS FISCAL FORM

Department:
Date of Reclass Request:
Date of anticipated reclasses:

Sheriff

Date of anticipated reclasses:

May 17, 2012

ltern	Org Unit	Low Org	Title Code	Position Name	Pay Range	Step	No. of Positions	FTEs	Hrly Rate	Biweekly Salary	Social Security	Fringe Benefits**	Pay Periods Remaining	2012 total	Annual Total
	POSITION	I(S)*:				<u> </u>									
1	4000	4041	0005770	Staff Psychiatrist	44XM	7	1	1.0	85.72	6,857	525	1,092	13	110,158	220,316
2	4000	4041	0005771	Staff Psychiatrist - Hourly	44XM	7	2	2.0	85.72	3,429	262	0	13:	95,966	191,932
3			00019560											0	0
[					1	1				1 1			SUBTOTAL:	206,124	412,249
	REALLOC	ATED PO	SITION(S)*:												
1	4000	4041	0005770	Staff Psychiatrist	44PM	3	1	1.0	88.72	7,097	543	1,130	13	114,014	228,027
2	4000	4041	0005771	Staff Psychiatrist - Hourly	44PM	3	2	2.0	88.72	3,549	271	0	13	99,325	198,650
3												0	0	0	0
													SUBTOTAL:	213,339	426,677
				·····						 T	OTAL COST:			7,214	14,429

Yes

Yes

\* Pension Fixed Rate for 2012 = 15.92% of salary (No impact on Health Insurance of this action)

DOES THE DEPARTMENT HAVE SUFFICIENT FUNDS FOR THE REALLOCATION:

DOES DAS APPROVE THE ABOVE MENTIONED REALLOCATIONS? COMMENT/NARRATIVE (optional):

FISCAL AND BUDGET ADMINISTRATOR

### Reallocation Report Personnel Committee Meeting MAY 18, 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	STEPS		ENT PAY ATE	RECOMMENDED PAY RANGE	STEPS	RE	COMMENDED PAY RATE	PAY STEP	NEW PAY RATE	CURR YEAR DIFF	SUB YEAR DIFF	MAX YEAR DIFF	REASON
SHERIFF	4000	0005770	1	1	STAFF PSYCHIATRIST	44XM	01 02 03 04 05 06 07	\$ \$ \$ \$	69.7314 72.1720 74.6979 77.3125 80.0184 82.8190 85.7177	аары	01 02 03 04 05 06 07	\$ \$ \$ \$ \$ \$	82,8190 85,7177 88,7178 91,8230 95,0367 98,3630 101,8057	02	\$85,7177	\$110,158	\$220,316	\$220,316	RETENTION & RECRUITMENT
SHERIFF	4000	00050771	2 1997 1997	200 - 200 100 - 200 100 - 200	STAFF PSYCHIATRIST HOURLY	alteroethead-southaite 44XM	01 02 03 04 05 06 07	s s s s	69.7314 72.1720 74.6979 77.3125 80.0184 82.8190 85.7177	44PM	06	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	82,8190 85,7177 88,7178 91,8230 95,0387 98,3630 -101,8057	02		\$47,983	\$95,966	\$95,966	RETENTIONS

TOTALS\*\*

\$158,141 \$316,283 \$316,283

REVISONS TO ECP REPORT Personnel Committee Meeting May 18, 2012

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