



*Milwaukee County*  
**Department of Human Resources**  
INTER-OFFICE COMMUNICATION

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Date: May 22, 2017

To: Theodore Lipscomb, Sr., Chairman, County Board of Supervisors  
James "Luigi" Schmitt, Chairman, Personnel Committee

From: Matthew Hanchek, Director of Total Rewards, Department of Human Resources

Subject: **Informational Report – Unclassified Pay Changes since 10/1/2016**

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**Background**

At Milwaukee County, positions are categorized as either Classified (Civil Service) or Unclassified (non-Civil Service). Whether or not different types of positions are Classified or Unclassified is determined by State Statute, and decisions to move a position from Classified to Unclassified, or Unclassified to Classified, are made by the Civil Service Commission. At Milwaukee County, there are approximately 187 Unclassified job titles, filled with approximately 454 employees.

**Chapter 63 - Excerpt**

Below is an excerpt from Wisconsin State Statute, Chapter 63, also found in this link:

<http://docs.legis.wisconsin.gov/statutes/statutes/63/l/03>

(2) Except as provided under sub. (3), the following officers and positions in every county with a commission created under ss. 63.01 to 63.17 shall be in the unclassified service:

- (a) All officials elected by the people.
- (b) All members of boards and commissions.
- (d) Court reporters of circuit court.
- (f) Undersheriff.
- (g) Deputy register of deeds.
- (h) Chief deputy clerk of the circuit court.
- (i) Deputy county clerk.
- (j) Deputy county treasurer.
- (k) Deputy coroner.
- (km) All members of the staff of a district attorney's office in any county with a population of 500,000 or more, except employees engaged in clerical and stenographic work.
- (n) Investigators in the office of the district attorney, when authorized by the county board.

- (o) Students and interns in medical or professional specialties.
- (p) Residents in the medical specialties.
- (q) Members of the medical staffs of the various hospitals, sanatoriums, and other county institutions who are supplied by a medical school or medical societies without expense to or compensation from the county.
- (r) All staff performing services for the Milwaukee County enrollment services unit under s. [49.825](#) or for the child care provider services unit under s. [49.826](#).
- (s) County executive.
- (sg) Medical examiner in any county with a population of 500,000 or more.
- (sm) Corporation counsel in any county with a population of 500,000 or more.
- (t) Administrative secretaries to county executive and county board.
- (u) Persons between the ages of 14 and 19 who perform part-time services of 20 hours per week or less under a work-creation program devised by the county.
- (v) Persons 16 years of age or older who perform training or services, or both, under a work experience program developed by the county or developed under federal auspices or sponsorship. Persons qualifying under this paragraph shall not be eligible for benefits under ch. [108](#).
- (w) Sergeant at arms to the county board.
- (x) Employees engaged in the operation of a public transportation system.
- (y) Any position of general manager under s. [27.03 \(2\)](#), director under s. [46.21 \(1m\) \(a\)](#), department director under s. [59.52 \(1\)](#), director of personnel under s. [63.02 \(2\)](#) or county highway commissioner under s. [83.01 \(1\)](#).
- (z) Circuit court commissioners under s. [757.68 \(1\)](#) employed on a full-time basis.

#### **Civil Service Rules – excerpt**

Below is an excerpt from Milwaukee County Civil Service Rules (Rule X, Section 1(1)(a)), also found in this link:

([https://www.municode.com/library/wi/milwaukee\\_county/codes/code\\_of\\_ordinances?nodeId=MICOCGEORVOII\\_APXACISERUMICOGO\\_RULE\\_XRE\\_S1RECO](https://www.municode.com/library/wi/milwaukee_county/codes/code_of_ordinances?nodeId=MICOCGEORVOII_APXACISERUMICOGO_RULE_XRE_S1RECO))

(1) Upon request of the commission the director of human resources shall make prompt and complete reports to the commission with respect to any matter which affects the meeting of human resource needs of county departments. In addition, the director of human resources shall:

- (a) Regularly provide the commission with reports recommending the appropriate classification and pay range for newly created positions in the classified service or for positions where the existing classification has been reviewed to determine appropriateness;

**Unclassified Pay Changes 10/1/2016 – 5/12/2017**

As requested, attached to this memo you will see a list of the changes to unclassified jobs/pay over the past 8 months (not including BHD).

Please contact me with any questions.

Cc: Personnel Committee  
Kelly Bablitch, Chief of Staff, County Board  
Raisa Koltun, Chief of Staff, Office of the County Executive  
Kerry Mitchell, Chief Human Resources Officer  
Steve Cady, Research & Policy Director, Research Services Division, Office of the Comptroller  
Shanin Brown, Committee Coordinator, Office of the County Clerk  
Janelle Jensen, Senior Committee Coordinator, Office of the County Clerk