

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

**DATE** : June 26, 2017

**To** : Committee on Personnel

**FROM** : Matt Hanchek, Director Total Rewards *MH*

**SUBJECT** : **Informational Report for the July 2017  
Personnel Committee Meeting**

Attached is a report regarding pay ranges for unclassified positions and may be included on the agenda of the July 14, 2017 Personnel Committee Meeting for informational purposes.

Copy: HR Managers

**Personnel Committee Meeting  
Compensation Report  
July 2017**

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.

HIGH/LOW ORG	REQUESTOR	ORDINANCE TYPE	CURRENT	RECOMMENDED	NO. POSITIONS	CURRENT		RECOMMENDED		INFORMATIONAL: Market equitable alignment based on overall job duties/responsibilities, competencies and educational/experience requirement.	Effective Date	Percentage
			TITLE / JOB CODE & POSITION #	TITLE / JOB CODE & POSITION #		PAY RANGE	ANNUAL PAY RATE	PAY RANGE	ANNUAL PAY RATE			
2000/2811	Courts	Reallocation	Chief Deputy Circuit Court Clerk 11004043	N/A	1	917E	Min \$ 81,332.68	902E	Min \$ 79,331.20	Immediate Recruitment Need	07/09/2017	0.00%
							Mid \$ 93,532.45		Mid \$ 98,425.60	Internal Equity		
							Max \$ 105,732.21		Max \$ 117,540.80	Misclassification		
										No Incumbent		
4000/4002	Sheriff	Reallocation	Deputy Direction Sheriff 11002021	N/A	5	901E	Min \$ 62,296.00	902E	Min \$ 79,331.20	Immediate Recruitment Need	07/09/2017	0.00%
							Mid \$ 76,731.20		Mid \$ 98,425.60	Internal Equity		
							Max \$ 91,166.40		Max \$ 117,540.80	Misclassification		
										No Incumbent		
4500/4501	District Attorney	Reallocation	Investigator District Attorney 21012014	N/A	1	32M	Min \$ 66,349.15	33M	Min \$ 69,334.59	Immediate Recruitment Need	07/09/2017	3.74%
							Mid \$ 69,334.59		Mid \$ 72,381.38	Internal Equity		
							Max \$ 72,381.38		Max \$ 75,373.97	Misclassification		
							\$66,836.95			No Incumbent		
4500/4501	District Attorney	Reallocation	Investigator District Attorney 21012014	N/A	15	32M	Min \$ 66,349.15	33M	Min \$ 69,334.59	Immediate Recruitment Need	07/09/2017	0.00%
							Mid \$ 69,334.59		Mid \$ 72,381.38	Internal Equity		
							Max \$ 72,381.38		Max \$ 75,373.97	Misclassification		
										No Incumbent		
4500/4501	District Attorney	Reallocation	Supervisor Victim Witness Services 12008022	N/A	3	26M	Min \$ 52,764.95	913E	Min \$ 51,462.11	Immediate Recruitment Need	07/09/2017	0.00%
							Mid \$ 56,684.73		Mid \$ 59,181.72	Internal Equity		
							Max \$ 60,604.51		Max \$ 66,901.33	Misclassification		
										No Incumbent		
										Red Circled		
										Retention		
										Other: Exceptional Performance		

## MILWAUKEE COUNTY FISCAL NOTE FORM

**DATE:** Jun 26, 2017

Original Fiscal Note ☒

Substitute Fiscal Note ☐

**SUBJECT:** Request for authorization to reallocate the Investigators (DA's Office), Supervisor – Victim Witness Services (DA's Office), the Deputy Clerk of Courts, and Deputy Director Sheriff (deputy inspector – Sheriff).

### FISCAL EFFECT:

- |                                                                                                                   |                                                        |
|-------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|
| <input type="checkbox"/> No Direct County Fiscal Impact                                                           | <input type="checkbox"/> Increase Capital Expenditures |
| <input type="checkbox"/> Existing Staff Time Required                                                             | <input type="checkbox"/> Decrease Capital Expenditures |
| <input checked="" type="checkbox"/> Increase Operating Expenditures<br>(If checked, check one of two boxes below) | <input type="checkbox"/> Increase Capital Revenues     |
| <input checked="" type="checkbox"/> Absorbed Within Agency's Budget                                               | <input type="checkbox"/> Decrease Capital Revenues     |
| <input type="checkbox"/> Not Absorbed Within Agency's Budget                                                      |                                                        |
| <input type="checkbox"/> Decrease Operating Expenditures                                                          | <input type="checkbox"/> Use of contingent funds       |
| <input type="checkbox"/> Increase Operating Revenues                                                              |                                                        |
| <input type="checkbox"/> Decrease Operating Revenues                                                              |                                                        |

*Indicate below the dollar change from budget for any submission that is projected to result in increased/decreased expenditures or revenues in the current year.*

	Expenditure or Revenue Category	Current Year	Subsequent Year
Operating Budget	Expenditure	\$2,499	\$2,499
	Revenue		
	Net Cost		
Capital Improvement Budget	Expenditure		
	Revenue		
	Net Cost		

## DESCRIPTION OF FISCAL EFFECT

In the space below, you must provide the following information. Attach additional pages if necessary.

- A. Briefly describe the nature of the action that is being requested or proposed, and the new or changed conditions that would occur if the request or proposal were adopted.
- B. State the direct costs, savings or anticipated revenues associated with the requested or proposed action in the current budget year and how those were calculated. <sup>1</sup> If annualized or subsequent year fiscal impacts are substantially different from current year impacts, then those shall be stated as well. In addition, cite any one-time costs associated with the action, the source of any new or additional revenues (e.g. State, Federal, user fee or private donation), the use of contingent funds, and/or the use of budgeted appropriations due to surpluses or change in purpose required to fund the requested action.
- C. Discuss the budgetary impacts associated with the proposed action in the current year. A statement that sufficient funds are budgeted should be justified with information regarding the amount of budgeted appropriations in the relevant account and whether that amount is sufficient to offset the cost of the requested action. If relevant, discussion of budgetary impacts in subsequent years also shall be discussed. Subsequent year fiscal impacts shall be noted for the entire period in which the requested or proposed action would be implemented when it is reasonable to do so (i.e. a five-year lease agreement shall specify the costs/savings for each of the five years in question). Otherwise, impacts associated with the existing and subsequent budget years should be cited.
- D. Describe any assumptions/interpretations that were utilized to provide the information on this form.

A.) This item authorizes the Director of Total Rewards to reallocate the 16 investigator positions in the District Attorney's office to grade 33M, the 3 Victim Witness Supervisor position in the DA's office to grade 913E, the Deputy Clerk of Courts to grade 902E, and the 5 deputy director (deputy inspector) positions in the Sheriff's office to grade 902E.

B.) There is an impact of \$2,499 per year resulting from on Investigator – District Attorney's Office, who is currently below the minimum for Grade 33M. All others result no change in pay from the rate budgeted for the current year.

C.) The increase to operating expenses referenced above will be absorbed within the District Attorney's operating budget.

D.) None

Department/Prepared By Matthew Hanchek, Director of Total Rewards, Human Resources

Authorized Signature 

Did DAS-Fiscal Staff Review? ☒ Yes ☐ No

Did CDBP Review?<sup>2</sup> ☐ Yes ☒ No ☒ Not Required

<sup>1</sup> If it is assumed that there is no fiscal impact associated with the requested action, then an explanatory statement that justifies that conclusion shall be provided. If precise impacts cannot be calculated, then an estimate or range should be provided.

<sup>2</sup> Community Business Development Partners' review is required on all professional service and public work construction contracts.