

COUNTY OF MILWAUKEE
Department of Human Resources
INTER-OFFICE COMMUNICATION

DATE : September 28, 2018

To : Committee on Personnel

FROM : Dean Legler, Director of Compensation/HRIS, Department of Human Resources


SUBJECT : **Informational Report for October 2018 Personnel Committee Meeting**

Attached are a series of informational reports listing various personnel transactions that have been approved for implementation.

The reports are:

- Reclassifications
- Advancements within the pay range
- Appointments at an advanced step of the pay range
- Revisions to Executive Compensation Plan [ECP]
- Dual employment
- Emergency appointment
- Temporary appointment
- Temporary assignments to a higher classification (updated through September 24, 2018)

These reports are provided in accordance with the provisions of Chapter 17 of the County General Ordinances and may be included on the agenda of the October 18, 2018 Personnel Committee Meeting for informational purposes.

Copy: HR Managers

Personnel Committee Meeting
Compensation Report
October 2018

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.

Index #	REQUESTOR	TYPE	CURRENT	RECOMMENDED	NO. POSITIONS	CURRENT		RECOMMENDED		Civil Service Classification	Comments	Effective Date	%
			TITLE	TITLE		PAY RANGE	ANNUAL PAY RATE	PAY RANGE	ANNUAL PAY RATE				
1	Zoo	Reclassification	Special Programs Coord	Special Programs Coord	1	24	01 \$ 51,000.16	24M	01 \$ 50,005.37	Classified	Reclassing position to align salary with job duties and responsibilities.	8/12/18	1.78%
							02 \$ 52,950.53		02 \$ 51,917.16				
							03 \$ 54,896.40		03 \$ 53,825.53				
							04 \$ 56,842.27		04 \$ 55,733.04				
							05 \$ 59,414.76		05 \$ 58,256.02				
2	Courts	Increase within Salary Grade	Sr Manager Financial	Sr Manager Financial	1	38M	01 \$ 87,943.15	38M	01 \$ 87,943.15	Classified	Equity issues being addressed; increase is more in line with others in the same position with comparable experience and job performance.	8/12/18	4.13%
							02 \$ 91,650.15		02 \$ 91,650.15				
							03 \$ 95,358.23		03 \$ 95,358.23				
							04 \$ 100,255.47		04 \$ 100,255.47				
							05 \$ 106,417.53		05 \$ 106,417.53				
3	HR	Reclassification	Generalist HR	Human Resources Business Partner	1	30M	01 \$ 61,822.68	32M	01 \$ 67,682.76	Classified	Reclassing position to align salary with job duties and responsibilities.	9/23/18	9.05%
							02 \$ 64,572.16		02 \$ 70,728.22				
							03 \$ 67,682.76		03 \$ 73,836.25				
							04 \$ 70,728.22		04 \$ 76,888.99				
							05 \$ 73,836.25		05 \$ 80,592.78				
4	HR	Reclassification	Senior Analyst Pension	Communication Specialist	1	32M	01 \$ 67,682.76	23M	01 \$ 48,847.71	Classified	Reclassing position to align salary with job duties and responsibilities.	8/27/18	0.00%
							02 \$ 70,728.22		02 \$ 50,438.26				
							03 \$ 73,836.25		03 \$ 52,097.82				
							04 \$ 76,888.99		04 \$ 54,071.55				
							05 \$ 80,592.78		05 \$ 56,046.35				

RECLASS
DAS FISCAL FORM
8/20/2018

RECLASSIFICATION DAS FISCAL FORM

Department: Zoo

Date of Advancement Request:

Date of anticipated advancement:

[illegible]

* Pension Fixed Rate for 2018 = 14.34% of salary (No Impact on Health Insurance of this action)

Based on the attached certification provided by the department there are sufficient funds for the advancement

COMMENT/NARRATIVE (optional):

Joe Lamm
Director of Performance, Strategy, and Budget

8/20/18

DATE _____

RECLASS
DAS FISCAL FORM
9/24/2018

RECLASSIFICATION DAS FISCAL FORM

Department: 2000 Courts

Date of Advancement Request:

8/8/2018

Date of anticipated advancement:

8/12/2018

Item	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	2017 total	Annual Total
EXISTING POSITION(S)*:															
1	2000	2811	12012049	Sr Manager Financial	38M	01	1	1.0	42.28	3,382	259	1,034	10	46,752	121,556
													SUBTOTAL:	46,752	121,556
REALLOCATE POSITION(S)*:															
1	2000	2811	12012049	Sr Manager Financial	38M	02	1	1.0	44.06	3,526	270	1,054	10	48,492	126,078
													SUBTOTAL:	48,492	126,078
											TOTAL COST:			1,739	4,522

* Pension Fixed Rate for 2017 = 13.36% of salary (No impact on Health Insurance of this action)

Based on the attached certification provided by the department there are sufficient funds for the advancement

COMMENT/NARRATIVE (optional):

Director of Performance, Strategy, and Budget



9/20/2018

DATE

RECLASS
DAS FISCAL FORM
9/25/2018

RECLASSIFICATION DAS FISCAL FORM

Department: HR

Date of Advancement Request:

9/12/2018

Date of anticipated advancement:

9/23/2018

Item	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	2018 Total	Annual Total
EXISTING POSITION(S)*:															
1	1140	1143	5730	Generalist HR	30m	01	1	1.0	29.72	2,378	182	890	8	27,597	89,692
2	1140	1149	5862	Senior Analyst Pension	32m	01	1	1.0	32.54	2,603	199	922	8	29,797	96,840
3															
													SUBTOTAL:	57,394	186,532
RECLASS POSITION(S)*:															
1	1140	1143		Human Resources Business Partner	32m	01	1	1.0	32.54	2,603	199	922	8	29,797	96,840
2	1140	1149		Communication Specialist	23m	01	1	1.0	23.48	1,879	144	818	8	22,727	73,863
3															
													SUBTOTAL:	52,524	170,704
											TOTAL COST:			(4,870)	(15,828)

* Pension Fixed Rate for 2018 = 14.34% of salary (No Impact on Health Insurance of this action)

Based on the attached certification provided by the department there are sufficient funds for the advancement

COMMENT/NARRATIVE (optional):

Director of Performance, Strategy, and Budget

DATE

Appointments at an Advanced Step of the Pay Range
Personnel Committee Report
October 2018

^Bold/shaded border denotes rates of incumbents

Index #	Reason	REQUESTOR	CURRENT CLASSIFICATION	PAY GRADE	# OF STEPS ^	REQUESTED HOURLY RATE	ANNUALIZED SALARY BY STEPS	APPOINTED STEP	APPOINTED DATE	JUSTIFICATION
1	New Hire	County Exec Governmental Affairs	Government Affairs Director	916E	01	\$ 35,2580	\$ 73,336.71	6	08/06/2018	Training and experience exceed the maximum qualifications for this position.
					02	\$ 37,0211	\$ 77,003.86			
					03	\$ 38,7838	\$ 80,670.36			
					04	\$ 40,5468	\$ 84,337.29			
					05	\$ 42,3098	\$ 88,004.44			
					06	\$ 43,6320	\$ 90,754.58			
					07	\$ 44,9541	\$ 93,504.51			
					08	\$ 45,8357	\$ 95,338.30			
2	New Hire	HOC	Accounting Supervisor	31M	01	\$ 31,0443	\$ 64,572.16	3	08/13/2018	Training and experience exceed the maximum qualifications for this position.
					02	\$ 32,5398	\$ 67,682.76			
					03	\$ 34,0040	\$ 70,728.22			
					04	\$ 35,4982	\$ 73,836.25			
					05	\$ 36,9660	\$ 76,889.20			
3	New Hire	Airport	Airport Maintance Worker	22OE	01	\$ 22,7849	\$ 47,392.59	3	08/13/2018	Training and experience exceed the maximum qualifications for this position.
					02	\$ 23,7148	\$ 49,326.78			
					03	\$ 24,4869	\$ 50,932.75			
					04	\$ 25,2926	\$ 52,608.61			
					05	\$ 26,2506	\$ 54,601.25			
4	New Hire	Airport	Firefighter Equipment Operator	17B	01	\$ 19,0279	\$ 55,557.65	2	08/13/2018	Training and experience exceed the maximum qualifications for this position.
					02	\$ 20,1003	\$ 58,688.89			
					03	\$ 20,8830	\$ 60,974.07			
					04	\$ 21,4505	\$ 62,631.11			
					05	\$ 21,8796	\$ 63,884.14			
					06	\$ 22,3086	\$ 65,136.58			
					07	\$ 23,9994	\$ 70,073.50			
5	New Hire	District Attorney	DA Finance Manager	31M	01	\$ 31,0443	\$ 64,572.16	5	08/13/2018	Training and experience exceed the maximum qualifications for this position.
					02	\$ 32,5398	\$ 67,682.76			
					03	\$ 34,0040	\$ 70,728.22			
					04	\$ 35,4982	\$ 73,836.25			
					05	\$ 36,9660	\$ 76,889.20			
6	New Hire	IMSD	Intern Information Technology	01IM	01	\$ 11,7271	\$ 24,392.39	7	08/27/2018	Training and experience exceed the maximum qualifications for this position.
					02	\$ 12,1356	\$ 25,241.95			
					03	\$ 12,8092	\$ 26,643.19			
					04	\$ 13,1100	\$ 27,268.80			
					05	\$ 13,4561	\$ 27,988.75			
					06	\$ 13,7809	\$ 28,664.37			
					07	\$ 14,1058	\$ 29,339.98			
					08	\$ 14,4984	\$ 30,156.77			
					09	\$ 14,9924	\$ 31,184.28			
					10	\$ 15,4867	\$ 32,212.41			
					11	\$ 15,9811	\$ 33,240.75			
					12	\$ 16,4754	\$ 34,268.88			
					13	\$ 16,9697	\$ 35,297.01			
					14	\$ 17,4638	\$ 36,324.72			
					15	\$ 17,9582	\$ 37,353.06			

INFORMATIONAL ONLY

Appointments at an Advanced Step of the Pay Range
Personnel Committee Report
October 2018

^Bold/shaded border denotes rates of incumbents

Index #	Reason	REQUESTOR	CURRENT CLASSIFICATION	PAY GRADE	# OF STEPS ^	REQUESTED HOURLY RATE	ANNUALIZED SALARY BY STEPS	APPOINTED STEP	APPOINTED DATE	JUSTIFICATION
7	New Hire	IMSD	Database Administrator	38M	01	\$ 42.2804	\$ 87,943.15	3	08/27/2018	Training and experience exceed the maximum qualifications for this position.
					02	\$ 44.0626	\$ 91,650.15			
					03	\$ 45.8453	\$ 95,358.23			
					04	\$ 48.1997	\$ 100,255.47			
					05	\$ 51.1623	\$ 106,417.53			
8	New Hire	Child Support	Legal Cnsl Chid Support	34Z1	01	\$ 24.6384	\$ 51,247.87	2	08/27/2018	Training and experience exceed the maximum qualifications for this position.
					02	\$ 26.0327	\$ 54,148.02			
					03	\$ 28.6977	\$ 59,691.22			
					04	\$ 30.6947	\$ 63,844.98			
					05	\$ 32.8306	\$ 68,287.65			
					06	\$ 35.1153	\$ 73,039.82			
					07	\$ 37.0439	\$ 77,051.31			
					08	\$ 40.1730	\$ 83,559.84			
					09	\$ 42.9682	\$ 89,373.86			
					10	\$ 45.0570	\$ 93,718.56			
					11	\$ 47.9301	\$ 99,694.61			
					12	\$ 50.8059	\$ 105,676.27			
					13	\$ 53.8541	\$ 112,016.53			
					14	\$ 57.0856	\$ 118,738.05			
9	New Hire	DHHS	Human Service Worker	16Z4	01	\$ 20.0121	\$ 41,625.20	9	08/27/2018	Training and experience exceed the maximum qualifications for this position.
					02	\$ 20.1363	\$ 41,883.52			
					03	\$ 20.7054	\$ 43,067.32			
					04	\$ 21.3050	\$ 44,314.35			
					05	\$ 22.1299	\$ 46,030.27			
					06	\$ 23.0127	\$ 47,866.42			
					07	\$ 23.9519	\$ 49,820.00			
					08	\$ 24.7318	\$ 51,442.06			
					09	\$ 25.5455	\$ 53,134.62			
					10	\$ 26.5131	\$ 55,147.35			
					11	\$ 27.0095	\$ 56,179.86			
					12	\$ 27.4899	\$ 57,178.94			
10	New Hire	DHHS	Human Service Worker	16Z4	01	\$ 20.0121	\$ 41,625.20	3	08/13/2018	Training and experience exceed the maximum qualifications for this position.
					02	\$ 20.1363	\$ 41,883.52			
					03	\$ 20.7054	\$ 43,067.32			
					04	\$ 21.3050	\$ 44,314.35			
					05	\$ 22.1299	\$ 46,030.27			
					06	\$ 23.0127	\$ 47,866.42			
					07	\$ 23.9519	\$ 49,820.00			
					08	\$ 24.7318	\$ 51,442.06			
					09	\$ 25.5455	\$ 53,134.62			
					10	\$ 26.5131	\$ 55,147.35			
					11	\$ 27.0095	\$ 56,179.86			
					12	\$ 27.4899	\$ 57,178.94			

Appointments at an Advanced Step of the Pay Range
Personnel Committee Report
October 2018

^Bold/shaded border denotes rates of incumbents

Index #	Reason	REQUESTOR	CURRENT CLASSIFICATION	PAY GRADE	# OF STEPS ^	REQUESTED HOURLY RATE	ANNUALIZED SALARY BY STEPS	APPOINTED STEP	APPOINTED DATE	JUSTIFICATION
11	New Hire	DHHS	Human Service Worker	16Z4	01	\$ 20.0121	\$ 41,625.20	4	08/27/2018	Training and experience exceed the maximum qualifications for this position.
					02	\$ 20.1363	\$ 41,883.52			
					03	\$ 20.7054	\$ 43,067.32			
					04	\$ 21.3050	\$ 44,314.35			
					05	\$ 22.1299	\$ 46,030.27			
					06	\$ 23.0127	\$ 47,866.42			
					07	\$ 23.9519	\$ 49,820.00			
					08	\$ 24.7318	\$ 51,442.06			
					09	\$ 25.5455	\$ 53,134.62			
					10	\$ 26.5131	\$ 55,147.35			
					11	\$ 27.0095	\$ 56,179.86			
					12	\$ 27.4899	\$ 57,178.94			
12	New Hire	DHHS	Human Service Worker	16Z4	01	\$ 20.0121	\$ 41,625.20	2	08/27/2018	Training and experience exceed the maximum qualifications for this position.
					02	\$ 20.1363	\$ 41,883.52			
					03	\$ 20.7054	\$ 43,067.32			
					04	\$ 21.3050	\$ 44,314.35			
					05	\$ 22.1299	\$ 46,030.27			
					06	\$ 23.0127	\$ 47,866.42			
					07	\$ 23.9519	\$ 49,820.00			
					08	\$ 24.7318	\$ 51,442.06			
					09	\$ 25.5455	\$ 53,134.62			
					10	\$ 26.5131	\$ 55,147.35			
					11	\$ 27.0095	\$ 56,179.86			
					12	\$ 27.4899	\$ 57,178.94			
13	New Hire	DHHS	Human Service Worker	16Z4	01	\$ 20.0121	\$ 41,625.20	6	08/27/2018	Training and experience exceed the maximum qualifications for this position.
					02	\$ 20.1363	\$ 41,883.52			
					03	\$ 20.7054	\$ 43,067.32			
					04	\$ 21.3050	\$ 44,314.35			
					05	\$ 22.1299	\$ 46,030.27			
					06	\$ 23.0127	\$ 47,866.42			
					07	\$ 23.9519	\$ 49,820.00			
					08	\$ 24.7318	\$ 51,442.06			
					09	\$ 25.5455	\$ 53,134.62			
					10	\$ 26.5131	\$ 55,147.35			
					11	\$ 27.0095	\$ 56,179.86			
					12	\$ 27.4899	\$ 57,178.94			
14	New Hire	DHHS	Human Service Worker	16Z4	01	\$ 20.0121	\$ 41,625.20	4	08/27/2018	Training and experience exceed the maximum qualifications for this position.
					02	\$ 20.1363	\$ 41,883.52			
					03	\$ 20.7054	\$ 43,067.32			
					04	\$ 21.3050	\$ 44,314.35			
					05	\$ 22.1299	\$ 46,030.27			
					06	\$ 23.0127	\$ 47,866.42			
					07	\$ 23.9519	\$ 49,820.00			
					08	\$ 24.7318	\$ 51,442.06			
					09	\$ 25.5455	\$ 53,134.62			
					10	\$ 26.5131	\$ 55,147.35			
					11	\$ 27.0095	\$ 56,179.86			
					12	\$ 27.4899	\$ 57,178.94			

REVISIONS TO Executive Compensation Plan (ECP) REPORT
Personnel Committee Meeting
October 18, 2018

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

**Dual Appointments
Personnel Committee Meeting
October 18, 2018**

Currently, there are no "Dual Appointments" to report.

**Emergency Appointment Report
Personnel Committee Meeting
October 18, 2018**

Currently, there are no "Emergency Appointments" to report.

**Temporary Appointment Report
Personnel Committee Meeting
October 18, 2018**

Requestor	Dept	Last Name	First Name	Title Code	Title Description	Emp Class	Status	# of Hours in Payroll Period	Temporary Appt Date	Appt Type
DAS	1163	Gaertner	Samuel	61010017	Intern Information Technology	I	A	0	7/16/2018	HT
DAS	1163	McGovern	Grant	61010017	Intern Information Technology	I	A	0	8/27/2018	HT

Temporary Assignment to a Higher Classification (TAHC) Report
Personnel Committee Meeting
October 18, 2018

<u>Dept</u>	<u>Last Name</u>	<u>First Name</u>	<u>Current Job Description</u>	<u>Old Pay Range</u>	<u>New Pay Range</u>	<u>TAHC Job Description</u>	<u>TAHC Date Begin</u>	<u>Extended / New End Date</u>	<u>TAHC Date End</u>	<u>Reason</u>
Airport	Karolewicz	Michael	Airport Maintenance Worker	15Z1	26M	Assistant Airport Maintenance Supervisor				
Airport	Kopling	Robert	Airport Maintenance Worker Assistant	10Z1	12	Airport Maintenance Worker Assistant IC	8/3/2018		11/1/2018	Incumbent TAHC'd
MCSO	Belin	Sharon	Stores Clerk III	06P	13	Administrative Assistant	8/5/2018		11/2/2018	Vacant Position
MCSO	Henderson	Tousha	Fiscal Assistant II	04Z1	05P	Fiscal Specialist	6/18/2018	12/14/2018		Vacant Position
MCSO	Kruszka	Richard	Deputy Sheriff	17BZ	22B	Deputy Sheriff Sgt.	8/26/2018		11/24/2018	Incumbent on extended leave
Parks	Corrao	Paul	Park Unit Coordinator II	22M	27M	Deputy Regional Operations Manager	5/21/2018	11/16/2018		Vacant Position
Parks	Jones	Alfonzo	Park Maintenance Worker 2 IC	18Z	22M	Park Unit Corrdinator	8/19/2018	11/16/2018		Vacant Position
Parks	Nowakowski	Michael	Park Maintenance Worker	13Z3	18Z	Park Maintenance Worker 2 IC	8/25/2018	11/22/2018		Incumbent TAHC'd
Parks	Tio	Jacob	Park Worker 3	5108	13Z3	Park Maintenance Worker	8/13/2018		11/11/2018	Incumbent TAHC'd
Parks	Wietrzak	Michael	Park Worker Seasonal	5108	13Z3	Park Maintenance Worker	6/3/2018	11/29/2018		
Parks	Zimmerman	Mike	Park Maintenance Worker 2 IC	18Z	22M	Park Unit Corrdinator 1	8/16/2018		11/16/2018	
Zoo	Mallory	Kathleen	Assistant Accounting Cash	03P	06P	Sr. Assistant Accounting Cash	8/5/2018		11/2/2018	Leave Coverage