



City of Racine, Wisconsin

AGENDA BRIEFING MEMORADUM

AGENDA DATE:

May 12, 2025 – Finance and Personnel Committee

May 20, 2025-Common Council

SUBJECT: Item #0473-25 Communication sponsored by Mayor Mason, on behalf of the Finance Director, requesting that the pay grade for the Payroll Manager be changed from a grade J to a grade K to enhance recruitment results.

PREPARED BY: Kathleen Fischer, Finance Director

SUMMARY:

The grade change requested is intended to increase our applicant pool and attract more experienced payroll professionals with specific expertise in government.

BACKGROUND:

Since March of 2025, the Finance Department has been working with Human Resource to recruit a Payroll Manager to fill the role of our current manager that is retiring. We have been through 2 separate rounds of recruitment for the position and have interviewed more than 5 people for the role. There were a few good candidates for the role, each of which we made an offer to, but each one of them requested pay more than or close to the top of the current authorized pay range for the role. After discussions with the Human Resources director and some research on her behalf it was suggested that perhaps we increase the pay grade. The payroll manager is a critical role in the organization and is responsible for paying over 1,300 individuals at times, so it is important that we can recruit individuals that have some government experience as well as experience with internal payroll processing from start to finish.

RECOMMENDATION:

That the pay grade for the payroll manager be increased from Grade J to Grade K.

FISCAL NOTE: Funds are available in the 2025 Finance Department to cover this change.