

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

DATE : January 20, 2011

To : Committee on Personnel

FROM : Candace M. Richards, Interim Director of Human Resources

Candace M. Richards

SUBJECT : **Informational Report for 1/28/2011
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 January 28, 2011 Personnel Committee Meeting for informational purposes.

In the event the Personnel Committee takes no action, the transactions noted on the reports will be implemented.

CMR:bdv

Copy: HR Managers

Personnel Committee Meeting Date: January 28, 2011

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 Classification (Title)	Current Pay range	Proposed Classification Title)	Proposed Pay range	Current Year Impact (Top Step)	Annual Year Impact	Reason
TPW	5070	4041	Fiscal Assistant 2	4P	Management Assistant TPW	6PM	\$4,429	\$4,798	Retitle
BHD	6300	52120	Assistant Medical Records Administrator BHD NR	23M	Medical Records Coordinator (BHD)	23M	\$0	\$0	Retitle
Corp Counsel	1130	59251	Principal Assistant Corporation Counsel NR	34NZ	Principal Assistant Corporation Counsel	34Z	(\$25,966)	(\$28,130)	Retitle
Total							(\$21,537)	(\$23,332)	

Personnel Committee Date: January 28, 2011

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 approve 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.

<u>REQUESTOR</u>	<u>DEPT ORG UNIT</u>	<u>TITLE CODE NO POS</u>	<u>CURRENT CLASSIFICATION</u>	<u>PAY RANGE</u>	<u>CURR YEAR</u>	<u>SUB YEAR</u>	<u>REASON</u>
Parks	9010	80080000001	Exdir3 - Dir Parks - Rec Culture	903E	\$5,674	\$6,439	Merit & Comparable to other positions

Personnel Committee Date: January 28, 2011

REALLOCATION REPORT

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 to cover the cost associated with these actions. Fiscal note only reflects costs of wages and social security.

<u>DEPT</u>	<u>DEPT ORG</u>	<u>TITLE CODE</u>	<u>AUTH POS</u>	<u>FILLED POS</u>	<u>CURRENT CLASSIFICATION</u>	<u>CURRENT PAY RATE FOR 903E</u>	<u>RECOMMENDED PAY RANGE FOR 904E</u>	<u>CURR YEAR</u>	<u>SUB YEAR</u>	<u>REASON</u>												
6300	6312	800461	1	0	Executive Dir3 - Mental Health Administrator	\$120,711.80	<table border="1"> <tr> <td>MIN</td> <td>\$124,283.12</td> <td>\$3,400.96</td> <td>\$3,859.36</td> </tr> <tr> <td>MID</td> <td>\$190,914.36</td> <td>\$66,853.13</td> <td>\$75,863.76</td> </tr> <tr> <td>MAX</td> <td>\$257,545.60</td> <td>\$130,305.29</td> <td>\$147,868.17</td> </tr> </table>	MIN	\$124,283.12	\$3,400.96	\$3,859.36	MID	\$190,914.36	\$66,853.13	\$75,863.76	MAX	\$257,545.60	\$130,305.29	\$147,868.17			Industry standards / recruitment
MIN	\$124,283.12	\$3,400.96	\$3,859.36																			
MID	\$190,914.36	\$66,853.13	\$75,863.76																			
MAX	\$257,545.60	\$130,305.29	\$147,868.17																			
						<u>CURRENT PAY RANGE FOR 903E</u>																
						<table border="1"> <tr> <td>MIN</td> <td>\$95,331.18</td> </tr> <tr> <td>MID</td> <td>\$116,496.85</td> </tr> <tr> <td>MAX</td> <td>\$137,661.68</td> </tr> </table>	MIN	\$95,331.18	MID	\$116,496.85	MAX	\$137,661.68										
MIN	\$95,331.18																					
MID	\$116,496.85																					
MAX	\$137,661.68																					

**REVISIONS TO ECP REPORT
Personnel Committee Meeting
January 28, 2011**

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

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

DATE : January 20, 2011

To : Committee on Personnel

Candace M. Richards

FROM : Candace M. Richards, Interim Director of Human Resources

SUBJECT : **Informational Reports 1/28/2011**
For Personnel Committee Meeting

Attached is an informational report listing ***appointments at an advanced step of the pay range***, which the Director of Human Resources intends to approve for implementation.

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 January 28, 2011 Personnel Committee Meeting for informational purposes.

In the event the Personnel Committee takes no action, the transactions noted on the reports will be implemented.

CMR:bdv

Attachment

**Appointments At An Advance Step Of The Pay Range
Personnel Committee Report**

January 28, 2011

REQUESTOR	ORG UNIT	PREVIOUS		PREVIOUS	CURRENT	SALARY RANGE ANNUALIZED	STEPS IN PR	APPT STEP	REQUESTED STEP AMOUNT	REQUESTED STEP AMOUNT ANNUALIZED	PREVIOUS SALARY	DIFFERENCE IN ANNUAL PAY	CURRENT YEAR FISCAL IMPACT	JUSTIFICATION
		CLASSIFICATION	CURRENT CLASSIFICATION	PAY GRADE	PAY GRADE									
Airport	5062	No Previous Classification	Chief of Airport Rescue & Firefighters	N/A	38M	\$80,415.71 - \$97,308.64	5	3	\$42,921.11	\$89,275.8880	N/A	N/A	\$8,438.00	TRG/EXP*
Airport	5041	No Previous Classification	Payroll Assistant	N/A	01M	\$22,304.46 - \$26,828.46	7	5	\$16,236.4	\$33,771.7120	N/A	N/A	\$3,979.00	TRG/EXP*
BHD	6513	No Previous Classification	Dietitian Supervisor	N/A	24M	\$45,725.26 - \$53,269.63	5	3	\$23,662.7	\$49,218.4160	N/A	N/A	\$3,327.00	TRG/EXP*
BHD	6403	No Previous Classification	Psych Soc Worker (CSP)	N/A	24	\$47,52.30 - \$55,421.39	5	3	\$24,618.3	\$51,206.0640	N/A	N/A	\$3,460.00	TRG/EXP*
BHD	6403	No Previous Classification	Psych Soc Worker	N/A	24	\$47,52.30 - \$55,421.39	5	2	\$23,746.0	\$49,391.6800	N/A	N/A	\$1,733.00	TRG/EXP*
DHHS	8000	No Previous Classification	Accountant 3	N/A	21	\$42,936.61 - \$49,563.28	5	4	\$23,069.5	\$47,984.5600	N/A	N/A	\$4,807.00	TRG/EXP*
DTPW	5083	No Previous Classification	Engineer	N/A	32A	\$45,150.56 - \$80,214.78	21	6	\$26,056.7	\$54,197.9360	N/A	N/A	\$8,616.00	TRG/EXP*
DTPW	5120	No Previous Classification	Highway Maintenance Worker I in III	N/A	11H	\$29,642.29 - \$37,712.27	6	5	\$17,575.7	\$36,557.4560	N/A	N/A	\$3,448.00	TRG/EXP*
Sheriff	4029	No Previous Classification	Comm & Highway Safety Dispatcher	N/A	15BZ	\$32,289.50 - \$39,886.70	9	3	\$16,279.4	\$33,861.1520	N/A	N/A	\$1,497.00	TRG/EXP*
Zoo	9500	No Previous Classification	Curator of Large Mammals	N/A	27M	\$50,962.70 - \$59,044.96	5	3	\$25,943.5	\$53,962.4800	N/A	N/A	\$2,857.00	TRG/EXP*
BHD	6332	Unit Supervisor - Adult Contr	Qual Assurance Coord	26M	29	\$55,041.79 - \$65,967.82	5	4	\$30,349.7	\$63,127.3760	\$56,530.86	\$6,596.52	\$5,205.00	Transfer Promotion
Corp Counsel	1130	Legal Secretary NR	Executive Assistant	05PM	06PM	\$33,243.18 - \$42,629.39	9	6	\$18,238.6	\$37,936.2880	\$33,892.14	\$4,044.15	\$3,352.00	Transfer Promotion
Sheriff	4000	Deputy Sheriff Lt	Sheriff Deputy Captain	30M	915E	\$59,560.38 - \$77,428.83	8	8	\$37,225.4	\$77,428.8320	\$67,516.18	\$9,912.65	\$8,508.00	Transfer Promotion
DHHS	8000	Asst Housing Prg Coord	Housing & Comm Dev Spnee	25	28M	\$53,269.63 - \$61,889.57	5	5	\$29,754.6	\$61,889.5680	\$57,826.70	\$4,062.87	\$2,709.00	Same Dept Promotion
Sheriff	4000	Deputy Sheriff 1	Sheriff Deputy Captain	17BZ	915E	\$59,560.38 - \$77,428.83	8	8	\$37,225.4	\$77,428.8320	\$59,966.40	\$17,462.43	\$14,180.00	Same Dept Promotion
Sheriff	4000	Deputy Sheriff Lt	Sheriff Deputy Captain	30M	915E	\$59,560.38 - \$77,428.83	8	8	\$37,225.4	\$77,428.8320	\$67,516.18	\$9,912.65	\$8,508.00	Promotion
Sheriff	4000	Deputy Sheriff 1	Sheriff Deputy Captain	17BZ	915E	\$59,560.38 - \$77,428.83	8	8	\$37,225.4	\$77,428.8320	\$55,931.20	\$21,497.63	\$17,016.00	Promotion

*FISCAL IMPACT= (Step employee hired at - Step 1) * Pay Periods Remaining in Year * 1.0765

*TRG/EXP Denotes Training and Experience

In accordance with the provisions of 17.09(3) of the County General Ordinances, the Director of Human Resources must file an informational report with all County Board Supervisors relative to all new appointments at an advanced step of the pay range.

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

DATE : January 20, 2011

To : Committee on Personnel

Candace M. Richards

FROM : Candace M. Richards, Interim Director of Human Resources

SUBJECT : **Informational Reports 1/28/2011
For Personnel Committee Meeting**

Attached are a series of informational reports relative to ***dual employment, temporary appointment, and emergency appointment***. Reports reflect updates through the end of pay period 1. Also included is an informational report relative to ***temporary assignments to a higher classification***, which is updated through January 20, 2011.

These reports are provided in accordance with the provisions of Chapter 17 of the County General Ordinances.

CMR:bdv

Attachment

**Dual Employment Report
Personnel Committee Meeting
January 28, 2011**

Organizational Unit	Name	Current Classification	Current Pay Range	Dual Employment	Dual Employment Pay Range
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Currently, no dual employment to report.

**Temporary Appointment Report
Personnel Committee Meeting
January 28, 2011**

Requestor	Dept	Last Name	First Name	Title Code	Title Description	Emp Class	Status	# of Hours in Payroll Period	Temporary Appt Date	Appt Type
Airport - Maintenance - General	5051	Abrams	James	00032450	Airport Mtce Wkr	F	A	80	10/18/2010	TA
		Benjamin	Christopher	00032450	Airport Mtce Wkr	F	A	80	10/25/2010	TA
		Calvin	Weldon	00032450	Airport Mtce Wkr	F	A	80	12/6/2010	TA
		Ciepluch	Michael	00032450	Airport Mtce Wkr	F	A	80	10/18/2010	TA
		Finiels	David	00032450	Airport Mtce Wkr	F	A	80	10/25/2010	TA
		Gibson	Rahsaan	00032450	Airport Mtce Wkr	F	A	80	10/18/2010	TA
		Patrick	Steven	00032450	Airport Mtce Wkr	F	A	80	10/18/2010	TA
		Powell	Mary	00032450	Airport Mtce Wkr	F	A	80	11/8/2010	TA
		Rivera	Jesus	00032450	Airport Mtce Wkr	T	A	80	11/1/2010	TA
		Wargolet	Scott	00032450	Airport Mtce Wkr	F	A	80	11/1/2010	TA

Total Employees = 10

Highway Maintenance - Patrol Section One	5110	Bates	Gregory	00032610	Highway Mtce Wkr 1	F	A	80	11/8/2010	TA
		Brown	William	00032610	Highway Mtce Wkr 1	F	A	80	11/8/2010	TA
		Flanagan	Billy	00032610	Highway Mtce Wkr 1	F	A	80	11/14/2010	TA
		Johnson	Dennis	00032610	Highway Mtce Wkr 1	F	A	80	11/14/2010	TA
		Simmons	Tyrone	00032610	Highway Mtce Wkr 1	F	A	80	11/14/2010	TA
		Woolridge	Frederick	00032610	Highway Mtce Wkr 1	F	A	80	11/8/2010	TA

Total Employees = 6

Highway Maintenance - Patrol Section Two	5120	Hass	Terry	00032610	Highway Mtce Wkr 1	F	A	80	11/8/2010	TA
		Holt	Dante	00032610	Highway Mtce Wkr 1	F	A	80	11/8/2010	TA
		Luedtke	Michael	00032610	Highway Mtce Wkr 1	F	A	80	11/14/2010	TA
		Lukasik	Len	00032610	Highway Mtce Wkr 1	F	A	80	11/14/2010	TA
		Nickel	John	00032610	Highway Mtce Wkr 1	F	A	80	11/8/2010	TA
		Tersen	Douglas	00032610	Highway Mtce Wkr 1	F	A	80	11/8/2010	TA

Total Employees = 6

Highway Maintenance - Patrol Section Three	5160	Byrd	Marcus	00032610	Highway Mtce Wkr 1	F	A	80	11/14/2010	TA
		McClure	Wallace	00032610	Highway Mtce Wkr 1	F	A	80	11/14/2010	TA
		Munoz	Mario	00032610	Highway Mtce Wkr 1	F	A	80	11/14/2010	TA
		Ponce	Jose	00032610	Highway Mtce Wkr 1	F	A	80	11/1/2010	TA
		Rivera	Antonio	00032610	Highway Mtce Wkr 1	F	A	80	11/14/2010	TA
		Stone	Norman	00032610	Highway Mtce Wkr 1	F	A	80	11/14/2010	TA
		Walls	Edmond	00032610	Highway Mtce Wkr 1	F	A	80	11/14/2010	TA

Total Employees = 7

Highway Maintenance - Patrol Section Four	5140	Balderas	Juan	00032610	Highway Mtce Wkr 1	F	A	80	11/8/2010	TA
		Bautista	Victor	00032610	Highway Mtce Wkr 1	F	A	80	11/14/2010	TA
		Brandt	Richard	00032610	Highway Mtce Wkr 1	F	A	80	11/14/2010	TA
		Laack	Jerome	00032610	Highway Mtce Wkr 1	F	A	80	11/8/2010	TA
		Olsen	Peter	00032610	Highway Mtce Wkr 1	F	A	80	11/8/2010	TA
		Podlesnik	James	00032610	Highway Mtce Wkr 1	F	A	80	11/8/2010	TA
		Radakovich	Keith	00032610	Highway Mtce Wkr 1	F	A	80	11/14/2010	TA
		Schweitzer	Peter	00032610	Highway Mtce Wkr 1	F	A	80	11/14/2010	TA
		Sudol	Thomas	00032610	Highway Mtce Wkr 1	F	A	80	11/8/2010	TA
		Walker	Kerry	00032610	Highway Mtce Wkr 1	F	A	80	11/14/2010	TA
		Zieman	Robert	00032610	Highway Mtce Wkr 1	F	A	80	11/8/2010	TA

Total Employees = 11

Grand Total of Employees: 40

Emergency Appointment Report
 Personnel Committee Meeting
 January 28, 2011

Requestor	Dept	Last Name	First Name	Title Description	Employee Class	Status	Emergency Appt Date	Pay Range
Sheriff's Office	4316	Williams	Robert	Power Plant Operator	F	A	3/1/2010	20
Sheriff's Office	4316	Gallett	Brian	Power Plant Operator	F	A	6/17/2010	20

Total Employees = 2

DHHS	8387	Riley	Felice	Unit Supervisor-Long Term Support	F	A	7/1/2010	26M
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Total Employees = 1

Grand Total of Employees: 3

**Temporary Assignment to a Higher Classification (TAHC) Report
Personnel Committee Meeting
January 28, 2011**

<u>Dept</u>	<u>First Name</u>	<u>Last Name</u>	<u>Current Job Title</u>	<u>Pay Range</u>	<u>Start Date</u>	<u>Ext.</u>	<u>End Date</u>	<u>New Job Title</u>	<u>Pay Range</u>
County Executive	Lee	Holloway	County Board Supervisor - Chairman	55-01	12/27/2010		1/26/2011	County Executive	55-05
County Board	Michael	Mayo	County Supervisors - 1st Vice Chair	55-02	12/27/2010		1/26/2011	County Board Supervisor - Chairman	55-01
Corp Counsel	Timothy	Schoewe	Deputy Corp Counsel	37AM	5/3/2010	*	until filled	Executive Dir. 3-Corp Counsel	903E
CSE	Tarsha	Stallworth	Office Support Assistant 2	02P	11/9/2010		2/6/2011	Executive Assistant Child Support	06PM
DAS - Employee Benefits	Gerald	Schroeder	ERS Manager	901E	1/12/2011		4/11/2011	Director of Employee Benefits	903E
DAS - DHR	Candace	Richards	Human Resources Mgr DHHS	916E	12/28/2010	*	until filled	Exec Dir3 Dir Human Resources	903E
DAS - IMSD	James	Martin	Fiscal and Budget Manager	33M	5/10/2010	*	until filled	IT Director - Governance	902E
DAS - Fiscal Affairs	John	Ruggini	Asst Fiscal & Budget Admn	902E	1/10/2011		4/7/2011	Exec Dir3 Fiscal & Budget Administrator	903E
DAS - IMSD	Laurie	Panella	IT Director Business Development	902E	7/30/2010	*	until filled	Ex Dir3-Chief Info Officer	903E
DHHS	Ara	Garcia	HR Coordinator	30M	12/28/2010	*	until filled	HR Manager DHHS	916E
DHHS	Geri	Lyday	ExDir2-Divadmindelq Ctse	902E	12/25/2010	*	until filled	Exdir3 Director of Human Services	903E
DHHS/BHD - Nursing Dpt	Youa	Thao	Clerical Specialist MH	05P	11/18/2010		2/15/2011	Administrative Assistant NR	06PM
DHHS-Disabilities Serv	John	Chianelli	ExDir3-MH Administrator	903E	11/28/2010		2/25/2011	ExDir2-Commresadministrator	902E
DHHS-Disabilities Serv	Mark	Stein	ExDir2-Comm Res Administrator	902E	12/26/2010	*	until filled	ExDir2-Dept Prog Director Commse	902E
DTPW-Airport	Kevin	Doyne	Fire Fighter Equipment Operator	17B	12/13/2010		3/12/2011	Asst Chief Air Rescue & Fire Fighter	27M
DTPW-Airport	Damien	Van Dusen	Airport Maintenance Worker IC	15KZ	1/3/2011		3/4/2011	Asst Airport Maintenance Supervisor	23M
DTPW-Facilities Mgmt	Gary	Waszak	Facilities Maintenance Coordinator	30M	10/16/2010	*	until filled	Executive Director (Facilities Management)	902E
Sheriff	Debra	Burmeister	Deputy Sheriff 1	17BZ	11/14/2010		2/11/2011	Deputy Sheriff Lieutenant	30M
Sheriff	Vernice	Strapp-Pitts	Executive Assistant - Child Support	6PM	12/19/2010	*	until filled	Human Resources Coordinator-Sheriff	30M
Sheriff	Catherine	Trimboli	Deputy Sheriff Lieutenant	30M	11/14/2010		2/11/2011	Sheriff Department Captain	915E
Vet Services Office	James	Duff	Veterans Asst. Program Supervisor	22M	11/29/2010		2/26/2011	Veterans Service Officer	915E

*Pursuant to M.C.G.O. 17.085(1), (2), or (7), the TAHC has been extended by the Director of DHR. The County Board of Supervisors and the County Executive must approve the second extension to a *vacant unclassified* position through adoption of a Resolution.

COUNTY OF MILWAUKEE
DAS-Division of Human Resources
INTER-OFFICE COMMUNICATION

DATE : January 19, 2011
TO : Supervisor Patricia Jursik, Chairman, Personnel Committee
FROM : Candace M. Richards, Interim Director of Human Resources-DAS
Candace M. Richards
SUBJECT : **2011 Budget Creates**

A review of the duties to be assigned to the new positions requested in the 2011 Budget has resulted in the following recommendations of classification and pay range.

See Attached Report.

Attachments

Cc: John Ruggini, Fiscal & Budget Administrator, DAS
Rick Ceschin, Senior Research Analyst
Jodi Mapp, Personnel Committee Clerk

NEW BUDGET CREATES FY 2011

DEPT.	JOB CODE	JOB TITLE	PAY RANGE	NUMBER OF POSITIONS	BARGAINING UNIT STATUS
1160	TBD	Network Technical Specialist (Zoo)	18D	1	R
2000	04040	Fiscal Assistant I	3P	1	R
2430	12521	Child Support Specialist (Bilingual-Spanish)	16J	1	R
4000	58610	Correction Officer Lieutenant	23CM	3	NR
4000	61710	Deputy Sheriff Lieutenant	30M	4	NR
4000	58515	Correction Officer I (Sheriff)	14Z	50	R
4000	56900	Psychiatric Social Worker (Sheriff)	24	1	R
4000	TBD	Administrative Specialist (Sheriff)	7PM	1	NR
4000	00019	Management Assistant-Human Resources	6PM	1	NR
4500	84161	Network Technical Specialist (DA)	18	1	R
4500	84140	Accountant III	21	1	R
4900	64920	Forensic Investigator	PR 21	1	R
5040	TBD	Network Technical Specialist IV (Airport)	28D	1	R
5040	TBD	Assistant Airport Public Safety & Security Manager	28M	1	NR
5070	35740	Construction Coordinator	29A	7	R
5080	35750	Engineer	32A	1	R
5100	TBD	Parks/Highway Maintenance Worker	13P	15	R
5300	TBD	Iron Worker-Seasonal	19	1	R
5800	TBD	Highway Maintenance Worker In-Charge	24	1	R

5800	6760	Mechanical Services Manager	915E	1	NR
5800	20500	Carpenter	5402	1	R
5800	23800	Electrical Mechanic	5408	1	R
5800	24400	Stone Mason	5415	1	R
5800	27270	Steamfitter/Welder	5424	1	R
6300	TBD	Administrative Coordinator (Training)	27M	1	NR
6300	43890	Psychiatric LPN-MHC	16L	1	R
8000	56300	Human Services Worker	16C	4	R
8000	11050	Administrative Coordinator	27M	1	NR
9000	TBD	Parks/Highway Maintenance Worker	13P	15	R

1/19/11

1 **A RESOLUTION**

2 WHEREAS, the Interim Director of Human Resources, in a report dated January
3 19, 2011 (copy attached), reviewed the recommended position creations contained in the
4 2011 Adopted County Budget and the amendment actions for personnel changes by the
5 Committee on Finance and Audit relative to classification and rate of compensation for
6 positions in the 2011 Adopted Budget; and

7 WHEREAS, the creation of positions in the 2011 Adopted Budget and the
8 amendment actions of the Committee on Finance and Audit require action by the
9 Committee on Personnel as to classification and rate of compensation; now, therefore,

10 BE IT RESOLVED, that, the Milwaukee County Board of Supervisors does
11 hereby authorize and direct the Interim Director of Human Resources to implement the
12 classifications and rates of compensation (as attached and contained in a report from the
13 Interim Director of Human Resources dated January 19, 2011) for positions
14 recommended for creation in the 2011 Adopted Budget.

MILWAUKEE COUNTY FISCAL NOTE FORM

DATE: 1/20/11

Original Fiscal Note

Substitute Fiscal Note

SUBJECT: 2011 Adopted Budget Position Creates

FISCAL EFFECT:

- | | |
|--|--|
| <input checked="" 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 type="checkbox"/> Increase Operating Expenditures
(If checked, check one of two boxes below) | <input type="checkbox"/> Increase Capital Revenues |
| <input 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	4,128,045	4,310,574
	Revenue	275,680	285,019
	Net Cost	3,852,365	4,025,555
Capital Improvement Budget	Expenditure	0	
	Revenue	0	
	Net Cost	0	

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.¹ 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 or interpretations that were utilized to provide the information on this form.

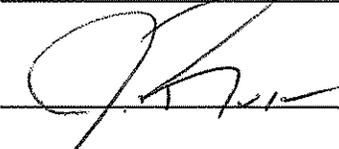
A. Authorization is requested by the Human Resources division to create the positions included in the 2011 Budget. These positions and their associated costs (and offsetting revenues or reductions in expense) were already included in the adopted 2011 Budget.

B. The direct costs of the 120 positions (salary and social security costs only) is \$4,128,045 offset by \$275,680 in revenue for a net total of \$3,852,365. It is assumed that all but three of the positions are filled by the beginning of the year. Funding for these positions are included in the 2011 budget so there is no fiscal impact to the budget as adopted. The 2012 net cost is \$4,025,555.

C. While the 2011 budget included 191 new positions, overall full time equivalent positions declined by 120.7. Total salary expenses are reduced by \$8,240,850 from 2010 levels.

D. Costs include salary and social security costs only. Associated fringe costs have not been estimated. The 2012 cost assumes cost of living and step increases.

Department/Prepared By DAS-Fiscal Davida Amenta

Authorized Signature 

Did DAS-Fiscal Staff Review? Yes No

¹ 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.

COUNTY OF MILWAUKEE
DAS-Division of Human Resources
 INTER-OFFICE COMMUNICATION

DATE : January 13, 2011

TO : Supervisor Michael Mayo, Chairman, County Board of Supervisors

FROM : Candace M. Richards, Interim Director of Human Resources *Candace M. Richards*

SUBJECT : **Proposed Resolution Regarding Extension of Maria Ledger's
 TAHC Assignment – Dept. of Family Care**

REQUEST

A request is being made to seek an extension of the Temporary Assignment to a Higher Classification (TAHC) for Maria Ledger in the position of Director of the Department of Family Care until the confirmation of a permanent Director occurs.

BACKGROUND

Ms. Ledger has been serving in a TAHC for the position of Director of the Department of Family Care since July 1, 2010. The TAHC was extended once per the approval of the Director of Human Resources. Ms. Ledger continues to serve in a TAHC capacity to ensure the continuity of the operation and leadership within the Department of Family Care until a permanent appointment is made to the position.

RECOMMENDATION

To ensure continuity of the operation and leadership within the Department of Family Care, I am respectfully requesting approval to continue Ms. Ledger's TAHC until the appointment and confirmation of a qualified candidate for the position occurs.

The required resolution and fiscal note are attached for your review and referral.

Attachments

cc: County Executive Lee Holloway
 E. Marie Broussard, Deputy Chief of Staff, County Executive's Office
 Terry Cooley, Chief of Staff, County Board of Supervisors
 Renee Booker, Director, DAS
 Supervisor Patricia Jursik, Chairman, Personnel Committee
 Rick Ceschin, Senior Research Analyst, County Board
 Jodi Mapp, Committee Clerk

1 From the Interim Director of the Department of Administrative Services – Human Resources,
2 recommending adoption of Temporary Assignment to a Higher Classification (TAHC)
3 authorized for non-represented employees in C.G.O. 17.085.
4
5

6 **A RESOLUTION**
7

8 WHEREAS, Temporary Assignment to a Higher Classification (TAHC) are
9 authorized for non-represented employees in C.G.O. 17.085; and
10

11 WHEREAS, C.G.O. 17.085 states that employees in the classified and unclassified
12 service may receive a temporary assignment to a vacant unclassified position for ninety (90)
13 days or less with one (1) extension of ninety (90) days or less with the extension provision
14 pursuant to approval of the Human Resources Director; and
15

16 WHEREAS, C.G.O. 17.085 states that any further extensions must be approved by
17 the County Board; and
18

19 WHEREAS, the position of the Department of Family Care Director has been vacant
20 since the creation of the Department on July 1, 2010; and
21

22 WHEREAS, in order to administer the day-to-day operations of the Department of
23 Family Care, the duties, responsibilities, and authority of the position of the Director have
24 been assumed via TAHC authorization by Ms. Maria Ledger since July 1, 2010; and
25

26 WHEREAS, the duties, responsibilities, and authority of the Director shall revert to
27 the County Executive's candidate for the Director upon presentation and confirmation of the
28 candidate by the County Board;
29

30 WHEREAS, now therefore,
31

32 BE IT RESOLVED, that prior to the County Executive's presentation of the candidate
33 for appointment and County Board's confirmation of the candidate, Ms. Maria Ledger shall
34 maintain a TAHC status for the Director position; and
35

36 BE IT FURTHER RESOLVED, that upon the County Executive's presentation of the
37 candidate for appointment and County Board's confirmation of the candidate, Ms. Maria
38 Ledger shall no longer maintain her existing TAHC status for the Director position.
39

MILWAUKEE COUNTY FISCAL NOTE FORM

DATE: December 6, 2010

Original Fiscal Note

Substitute Fiscal Note

SUBJECT: From the Interim Director of the Department of Administrative Services – Human Resources, recommending adoption of Temporary Assignment to a Higher Classification (TAHC) authorized for non-represented employees in C.G.O. 17.085.

FISCAL EFFECT:

- | | |
|--|--|
| <input checked="" type="checkbox"/> No Direct County Fiscal Impact | <input type="checkbox"/> Increase Capital Expenditures |
| <input checked="" type="checkbox"/> Existing Staff Time Required | <input type="checkbox"/> Decrease Capital Expenditures |
| <input type="checkbox"/> Increase Operating Expenditures
(If checked, check one of two boxes below) | <input type="checkbox"/> Increase Capital Revenues |
| <input 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	0	
	Revenue	0	
	Net Cost	0	
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. ¹ 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 or interpretations that were utilized to provide the information on this form.

In order to administer the day-to-day operations of the Department of Family Care, the duties, responsibilities, and authority of the position of the Director have been assumed via TAHC since July 1, 2010.

The accompanying resolution from the Interim Director of the Department of Administrative Services – Human Resources, recommends adoption of one (1) extension of ninety (90) days or less Temporary Assignment to a Higher Classification (TAHC) authorized for non-represented employees in C.G.O. 17.085.

The duties, responsibilities, and authority of the Director shall revert to the County Executive's candidate for the Director upon presentation and confirmation of the candidate by the County Board.

Funding is derived from payments by the state based on a primary comprehensive capitated rate and a secondary revenue source from members obligations to the program.

The adoption of this resolution will not require the expenditure of any County Tax Levy.

This resolution has no fiscal impact in 2010 or 2011.

¹ 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.

Department/Prepared By Department of Human Resources / Mary Dutkiewicz, Human Resources Coordinator

Authorized Signature _____

Did DAS-Fiscal Staff Review? Yes No

COUNTY OF MILWAUKEE
DAS-Division of Human Resources
 INTER-OFFICE COMMUNICATION

DATE : January 18, 2011

TO : Chairman Michael Mayo, County Board of Supervisors

FROM : Candace M. Richards, Interim Director of Human Resources *Candace M. Richards*

SUBJECT : **Proposed Resolution Regarding Extension of Sean Payne's
TAHC Assignment - IMSD**

REQUEST

A request is being made to seek an extension of the Temporary Assignment to a Higher Classification (TAHC) for Sean Payne in the position of IT Manager-Server through May 3, 2011.

BACKGROUND

Mr. Payne has been serving in a TAHC for the position of IT Manager-Server since February 8, 2010. Mr. Payne continues to serve in a TAHC capacity to ensure the efficient functioning and provide managerial oversight of the Milwaukee County Information Technology (IT) Server Infrastructure within IMSD.

RECOMMENDATION

To ensure the efficient functioning and provide managerial oversight of the Milwaukee County Information Technology (IT) Server Infrastructure within IMSD, I am respectfully requesting approval to continue Mr. Payne's TAHC through May 3, 2011.

The required resolution and fiscal note are attached for your review and referral.

Attachments

cc: County Executive Lee Holloway
 E. Marie Broussard, Deputy Chief of Staff, County Executive's Office
 Terry Cooley, Chief of Staff, County Board of Supervisors
 Renee Booker, Director, DAS
 Supervisor Patricia Jursik, Chairman, Personnel Committee
 Rick Ceschin, Senior Research Analyst, County Board
 Laurie Panella, Interim Chief Information Officer-IMSD
 James Martin, Interim IT Director-Governance
 Sue Drummond, Payroll Manager
 Davida Amenta, Fiscal & Management Analyst-DAS
 Jodi Mapp, Committee Clerk

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3
4 (ITEM *) From the Interim Director of Administrative Services – Human Resources,
5 recommending adoption of the following:

6
7 **A RESOLUTION**
8

9 WHEREAS, Temporary Assignment to a Higher Classification (TAHC) are authorized
10 for non-represented employees in C.G.O 17.085; and

11
12 WHEREAS, C.G.O 17.085 states that employees in the classified and unclassified
13 service may receive a temporary assignment to a vacant unclassified position for (90) days
14 or less with one (1) extension of ninety (90) days or less with the extension provision
15 pursuant to approval by the Human Resources Director; and

16
17 WHEREAS, C.G.O 17.085 states that any further extensions must be approved by the
18 County Board; and

19
20 WHEREAS, Mr. Sean Payne has been serving in the position of Interim IT Manager –
21 Server through a TAHC within the Information Management Services Division (IMSD) since
22 February 8, 2010; and

23
24 WHEREAS, Mr. Payne continues to serve through a TAHC as the Interim IT Manager
25 – Server while the recruitment and placement process for a permanent employee in this
26 position occurs; and

27
28 WHEREAS, it is necessary to extend Mr. Payne’s TAHC to ensure the continued
29 efficient functioning and managerial oversight of the Milwaukee County Information
30 Technology (IT) Server Infrastructure within IMSD;

31
32 now, therefore,

33
34 BE IT RESOLVED, that Mr. Sean Payne shall continue to serve through a TAHC as
35 the Interim IT Manager – Server through May 3, 2011.

36
37 **FISCAL NOTE:** Adoption of this resolution has no fiscal effect.

MILWAUKEE COUNTY FISCAL NOTE FORM

DATE: 1/14/11

Original Fiscal Note

Substitute Fiscal Note

SUBJECT: REQUEST TAHC AUTHORIZATION FOR THE POSITION OF IT MANAGER - SERVER IN THE INFORMATION MANAGEMENT SERVICES DIVISION (IMSD)

FISCAL EFFECT:

- | | |
|--|--|
| <input checked="" type="checkbox"/> No Direct County Fiscal Impact | <input type="checkbox"/> Increase Capital Expenditures |
| <input checked="" type="checkbox"/> Existing Staff Time Required | <input type="checkbox"/> Decrease Capital Expenditures |
| <input type="checkbox"/> Increase Operating Expenditures
(If checked, check one of two boxes below) | <input type="checkbox"/> Increase Capital Revenues |
| <input 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	0	0
	Revenue	0	0
	Net Cost	0	0
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.¹ 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 or interpretations that were utilized to provide the information on this form.

¹ 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.

- A. Approval of this resolution authorizes the existing TAHC for Mr. Sean Payne to continue serving as the Interim IT Manager – Server within the Information Management Services Division (IMSD) during the recruitment process for placement of a permanent employee into this position.
- B. The cost related to the proposed TAHC is \$482 for a 90 day period. That cost is absorbed into IMSD’s budget and is offset by salary savings from vacant positions. Therefore, the proposed TAHC has no direct fiscal impact.
- C. No fiscal impacts are anticipated for current or the subsequent fiscal year. See above.
- D. It is assumed that this position needs to be filled to ensure efficient functioning and oversight of the Milwaukee County Information Technology (IT) Server Infrastructure.

Department/Prepared By IMSD - Laurie Panella

Authorized Signature _____

Did DAS-Fiscal Staff Review? Yes No

COUNTY OF MILWAUKEE
DAS-Division of Human Resources
 INTER-OFFICE COMMUNICATION

DATE : January 18, 2011

TO : Chairman Michael Mayo, County Board of Supervisors

FROM : Candace M. Richards, Interim Director of Human Resources

Candace M. Richards

SUBJECT : **Proposed Resolution Regarding Extension of Babu Thomas'
 TAHC Assignment - IMSD**

REQUEST

A request is being made to seek an extension of the Temporary Assignment to a Higher Classification (TAHC) for Babu Thomas in the position of IT Manager-Service Desk through May 3, 2011.

BACKGROUND

Mr. Thomas has been serving in a TAHC for the position of IT Manager-Service Desk since February 22, 2010. Mr. Thomas continues to serve in a TAHC capacity to ensure the efficient functioning and provide managerial oversight of the Milwaukee County Information Technology (IT) Help Desk within IMSD.

RECOMMENDATION

To ensure the efficient functioning and provide managerial oversight of the Milwaukee County Information Technology (IT) Help Desk within IMSD, I am respectfully requesting approval to continue Mr. Payne's TAHC through May 3, 2011.

The required resolution and fiscal note are attached for your review and referral.

Attachments

cc: County Executive Lee Holloway
 E. Marie Broussard, Deputy Chief of Staff, County Executive's Office
 Terry Cooley, Chief of Staff, County Board of Supervisors
 Renee Booker, Director, DAS
 Supervisor Patricia Jursik, Chairman, Personnel Committee
 Rick Ceschin, Senior Research Analyst, County Board
 Laurie Panella, Interim Chief Information Officer-IMSD
 James Martin, Interim IT Director-Governance
 Sue Drummond, Payroll Manager
 Davida Amenta, Fiscal & Management Analyst-DAS
 Jodi Mapp, Committee Clerk

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3
4 (ITEM *) From the Interim Director of Administrative Services – Human Resources,
5 recommending adoption of the following:

6
7 **A RESOLUTION**
8

9 WHEREAS, Temporary Assignment to a Higher Classification (TAHC) are authorized
10 for non-represented employees in C.G.O 17.085; and

11
12 WHEREAS, C.G.O 17.085 states that employees in the classified and unclassified
13 service may receive a temporary assignment to a vacant unclassified position for (90) days
14 or less with one (1) extension of ninety (90) days or less with the extension provision
15 pursuant to approval by the Human Resources Director; and

16
17 WHEREAS, C.G.O 17.085 states that any further extensions must be approved by the
18 County Board; and

19
20 WHEREAS, Mr. Babu Thomas has been serving in the position of Interim IT Manager
21 – Service Desk through a TAHC within the Information Management Services Division
22 (IMSD) since February 22, 2010; and

23
24 WHEREAS, Mr. Thomas continues to serve through a TAHC as the Interim IT
25 Manager – Service Desk while the recruitment and placement process for a permanent
26 employee in this position occurs; and

27
28 WHEREAS, it is necessary to extend Mr. Thomas’s TAHC to ensure the continued
29 efficient functioning and managerial oversight of the Milwaukee County Information
30 Technology (IT) Help Desk within IMSD;

31
32 now, therefore,

33
34 BE IT RESOLVED, that Mr. Babu Thomas shall continue to serve through a TAHC as
35 the Interim IT Manager – Service Desk through May 3, 2011.

36
37 **FISCAL NOTE:** Adoption of this resolution has no fiscal effect.

MILWAUKEE COUNTY FISCAL NOTE FORM

DATE: 1/14/11

Original Fiscal Note

Substitute Fiscal Note

SUBJECT: REQUEST TAHC AUTHORIZATION FOR THE POSITION OF IT MANAGER - SERVICE DESK IN THE INFORMATION MANAGEMENT SERVICES DIVISION (IMSD)

FISCAL EFFECT:

- | | |
|--|--|
| <input checked="" type="checkbox"/> No Direct County Fiscal Impact | <input type="checkbox"/> Increase Capital Expenditures |
| <input checked="" type="checkbox"/> Existing Staff Time Required | <input type="checkbox"/> Decrease Capital Expenditures |
| <input type="checkbox"/> Increase Operating Expenditures
(If checked, check one of two boxes below) | <input type="checkbox"/> Increase Capital Revenues |
| <input 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	0	0
	Revenue	0	0
	Net Cost	0	0
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.¹ 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 or interpretations that were utilized to provide the information on this form.

¹ 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.

- A. Approval of this resolution authorizes the existing TAHC for Mr. Babu Thomas to continue serving as the Interim IT Manager – Service Desk within the Information Management Services Division (IMSD) during the recruitment process for placement of a permanent employee into this position.
- B. The cost related to the proposed TAHC is \$2,815 for a 90 day period. That cost is absorbed into IMSD’s budget and is offset by salary savings from vacant positions. Therefore, the proposed TAHC has no direct fiscal impact.
- C. No fiscal impacts are anticipated for current or the subsequent fiscal year. See above.
- D. It is assumed that this position needs to be filled to ensure efficient functioning and oversight of the Milwaukee County Information Technology (IT) Help Desk.

Department/Prepared By IMSD - Laurie Panella

Authorized Signature _____

Did DAS-Fiscal Staff Review? Yes No

MILWAUKEE COUNTY
OFFICE OF THE SHERIFF
Inter-Office Communication

DATE: January 5, 2011

TO: Michael Mayo, Chairman, Milwaukee County Board of Supervisors

FROM: David A. Clarke Jr., Sheriff

SUBJECT: Request for Leave of Absence



Milwaukee County Ordinance 17.193(1) and (2) describes the procedure for submission of a request for leave of absence for certain Deputy Sheriffs.

Action Recommended:

The County Board should adopt the proposed resolution allowing the Sheriff to grant a leave of absence to an employee currently in the classified service to assume a position in the unclassified service in accordance with County Ordinance Chapter 17.193(1) and (2):

Current classified position and Title Code:	Deputy Sheriff Captain, T.C. 77120
Employee:	Aisha Barkow
New regular appointment unclassified position and Title Code:	Sheriff's Depart. Bureau Director, T.C. 80065 (working title Deputy Inspector)
Effective date for leave of absence:	Immediately upon adoption of resolution and appointment to unclassified position

History and Rationale:

The above employee currently holds the position of Deputy Sheriff Captain. As a dedicated long-term career law enforcement employee, Captain Aisha Barkow has made a significant contribution to this agency. A leave of absence from her current position will allow for her continued employment, which is essential. Upon completion of her appointive position she will be returned to her previously held position or appointed to other non-represented Deputy Sheriff positions in accordance with Section (2) of Chapter 17.193.

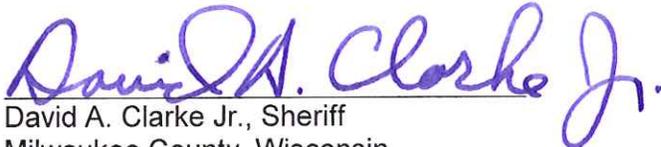
Similar leave of absences were granted in March 2007, March 2009 and March 2010 to five (5) employees for appointment to positions of ExDire2 Sheriff/Dept Administrator and positions of Sheriff's Department Bureau Director. Milwaukee County has invested significant resources in training Captain Barkow. Granting a leave would provide agency continuity and prevent an

experience vacuum should a future Sheriff decide to replace Captain Barkow in the unclassified service.

Fiscal Statement

See attached.

Thank you for consideration of this request.



David A. Clarke Jr., Sheriff
Milwaukee County, Wisconsin

Cc: Lee Holloway, County Executive
Candace Richards, Interim Director, DAS-Division of Human Resources
Jodi Mapp, Committee Clerk
File

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(ITEM *) , by recommending adoption of the following:

A RESOLUTION

WHEREAS, Wisconsin State Statute 59.26(1) does make provisions for counties under civil service to allow the Sheriff, in conformity with County Ordinance to grant leave of absence to deputies for appointment to higher positions; and

WHEREAS, on 9/29/05 the Milwaukee County Board of Supervisors created section 17.193 of the Milwaukee County General Ordinances to provide a mechanism for the Sheriff to grant leave of absences; and

WHEREAS, under section 17.193 the Sheriff may not grant a leave of absence under this ordinance until the Sheriff first secures the consent of the County Board by resolution duly adopted by the board; and

WHEREAS, granting leaves will enhance the Sheriff's ability to administer his office efficiently and appoint subordinates in a manner most effective in fulfilling the statutory and constitutional duties of his office; and

WHEREAS, the Sheriff requests a leave of absence for the following employee:

Current classified position and Title Code:	Deputy Sheriff Captain, T.C. 77120
Employee:	Aisha Barkow
New regular appointment unclassified	
Position and title code:	Sheriff's Dept. Bureau Director (working title Deputy Inspector) T.C. 77130
Effective date for leave of absence:	Immediately upon adoption of resolution and appointment to unclassified position

: now, therefore

BE IT RESOLVED, the Board of Supervisors consents to granting leave of absence to the above named individual.

Fiscal Note:

There is no direct fiscal impact through adoption of this resolution. There may be an insignificant amount of staff time involved in processing the personnel changes proposed in this resolution.

MILWAUKEE COUNTY FISCAL NOTE FORM

DATE: 11/19/10

Original Fiscal Note

Substitute Fiscal Note

SUBJECT: Request by the Sheriff to grant a leave of absence to an employee currently in the classified service to assume a position in the unclassified service in accordance with County Ordinance Chapter 17.193(1) and (2).

FISCAL EFFECT:

- | | |
|--|--|
| <input checked="" 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 type="checkbox"/> Increase Operating Expenditures
(If checked, check one of two boxes below) | <input type="checkbox"/> Increase Capital Revenues |
| <input 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	0	
	Revenue	0	
	Net Cost	0	
Capital Improvement Budget	Expenditure		
	Revenue		
	Net Cost		

DESCRIPTION OF FISCAL EFFECT

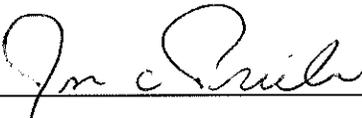
In the space below, you must provide the following information. Attach additional pages if necessary.

- 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.¹ 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 or interpretations that were utilized to provide the information on this form.

The Sheriff is requesting to grant a leave of absence to an employee currently in the classified service to assume a position in the unclassified service in accordance with County Ordinance Chapter 17.193(1) and (2). There is no fiscal effect to the action.

Department/Prepared By Molly Pahl, Fiscal Operations Manager

Authorized Signature



Did DAS-Fiscal Staff Review? Yes No

¹ 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.

COUNTY OF MILWAUKEE
DAS – Division of Employee Benefits
INTER-OFFICE COMMUNICATION

DATE : December 15, 2010

TO : County Supervisor Patricia Jursik, Chair, Personnel Committee

FROM : David A. Arena, Director of Employee Benefits

SUBJECT : **Mental Health Parity Act – For Information Only**

The Wellstone-Domenici Mental Health Parity and Addiction Equity Act were passed in October 2008. In summary, the law requires that any health insurance plan that provides mental health or addiction coverage cannot have any requirements more restrictive than those applied to all medical and surgical benefits covered by the plan. Deductibles, co-payments, out-of-pocket expenses, etc. should be the same for all benefits.

The Federal law has a number of exemptions from these requirements. Under one of these exemptions, self-funded non-ERISA government plans such as Milwaukee County's are allowed to opt-out by filing annual notice to the Centers for Medicare and Medicaid Services (CMS) and providing that notice to its covered members. The County has applied this provision and opted out of the updated Federal Parity Law for 2009 and 2010. This maintained the status quo of the plan design previously approved by the Board.

Subsequent to the Wellstone-Domenici Act, Wisconsin passed Act 218. This law required municipalities to conform to the provisions of the Federal Parity Act regardless of self-funded non-ERISA status. This applies to non-represented employees as of 12/1/2010. It does not, however, apply to collectively bargained employees until a successor agreement is reached.

The effect of Parity eliminates any arbitrary limits on the number of visits or days of treatment. Standard clinical guidelines and medical necessity restrictions would still apply to Mental Health /Substance Abuse treatment, as those restrictions also apply to medical and surgical benefits. Office visit co-pays will apply for outpatient treatment, while deductible and coinsurance would apply to inpatient treatment. In most cases, the Parity Law increases access to benefits for the patient. However, it is possible that applying medical co-pays and deductibles could result in higher out-of-pocket costs for some patients.

Cambridge Advisory has estimated that the application of Parity rules will result in an increase in annual plan costs of 2%. Given the relatively low MH/SA utilization in our plan and the gradual application of the provisions as labor agreements are reached, that would seem to be high.

Under Federal provisions, if after at least six months of meeting the requirement of the law the County can demonstrate and have certified by a licensed actuary that the costs of providing these changes to coverage are excessive, the County's plan can be exempted. Excessive is defined as an increase to the total costs of coverage by 2% during the first year, or 1% in subsequent years. It is not yet clear whether the Wisconsin Act 218 would preclude the County from exemption under this provision.

December 15, 2010
County Supervisor Lynne DeBruin
Information on Mental Health Parity Act
Page 2

We will monitor the costs and revisit the Parity requirements if it becomes apparent the excessive costs provisions would apply. In the event that the cost of the Parity rules is deemed excessive by the Federal standards, at that point we would seek a policy decision whether to seek relief through exemption (i.e. return to the prior limitations or continue to apply Federal Parity standards).

DAA:hmf

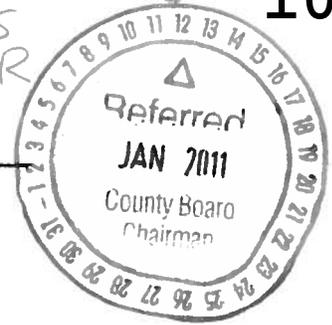
COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION

Finance
Personnel
DAS
DMR

10

DATE : January 6, 2011
TO : Supervisor Michael Mayo, Chairman, County Board of Supervisors
FROM : John Ruggini, Assistant Fiscal and Budget Administrator, DAS - Fiscal

FILE NO. 11-47



SUBJECT : Request to Abolish 18.0 FTE of Deputy Sheriff Sergeant (Title Code 00061700) (PR 22B) and Create 18.0 FTE of Correctional Officer Lieutenant (Title Code 00058610) (PR 23CM) for the County Correctional Facility Central of the Office of the Sheriff effective February 21, 2011. Abolishment of the positions would occur upon the filling of Correctional Officer Lieutenant positions

REQUEST

The Sheriff of Milwaukee County requests the abolishment of eighteen positions of Deputy Sheriff Sergeant and the creation of eighteen positions of Correctional Officer Lieutenant for the County Correctional Facility Central (CCFC) of the Office of the Sheriff.

BACKGROUND/ANALYSIS

As a part of the 2005 Adopted Budget, the Office of the Sheriff began a program of eliminating Deputy Sheriff positions in the County Correctional Facility Central (CCFC) upon vacancy and replacing them with Correctional Officers. This initiative was implemented for a variety of reasons including the realization that Deputies were working in the CCFC as officers in the housing units, which is the same function that Correctional Officers served at the County Correctional Facility South (CCFS). Typically, new Deputies would spend the first five years of their service as a housing office in the CCFC.

A newly hired Deputy was spending 20 weeks in training before being deployed while Correctional Officers were spending four weeks in training since Deputies required training in all areas of law enforcement instead of just corrections. Transitioning to Correctional Officers in the CCFC meant that substantial training hours would be saved. This change led to a reduction of approximately 32,000 hours of overtime staffing that had previously occurred while deputies were in recruit training. In 2005, there were 37.5 Correctional Officers budgeted in the CCFC; in 2011 there are 212 Correctional Officers budgeted. During the same time period, deputies have decreased in the Jail from 292 in 2005 to 39 in 2011. The remaining Deputies in the CCFC will be replaced by Correctional Officers upon vacancy. Eventually, all budgeted positions in the CCFC currently filled by a Deputy Sheriff will be staffed by a Correctional Officer.

The other major change that has occurred in the Office of the Sheriff is that the 2009 Adopted Budget transferred administration of the House of Correction to the Office of the Sheriff. This was done primarily due to the use of excessive mandatory overtime at the House of Correction in recent years, a history of tax levy deficits and an audit report from the National Institute of Corrections that identified serious operational deficiencies at the

House of Correction. One major tenant of the audit report suggested that establishing a single correctional department under the Office of the Sheriff would be a significant step toward correcting problems at the House of Correction. The Office of the Sheriff has worked in 2009 and 2010 toward establishing the agency as one detention unit, comprised of the County Correctional Facility South (CCFS), (formerly the House of Correction) and the County Correctional Facility Central (CCFC), which has resulted in changes both at the South and Central Correctional Facilities.

These two major changes have resulted in a large increase in correctional staff at the CCFC. The CCFS has Correctional Officer Lieutenant positions that serve as the immediate supervisor to Correctional Officers. In recognition of a single correctional department under the Office of the Sheriff, the large increase in Correctional Officers at the CCFC and the need for a career ladder for the correctional staff, the Sheriff desires to abolish the Deputy Sheriff Sergeant positions currently budgeted in the CCFC and create Correctional Officer Lieutenant positions instead. The use of Correctional Officer Lieutenants as the immediate supervisory staff in the CCFC is consistent with the staffing patterns at the CCFS.

The Sheriff's Office has requested that the abolishment of the positions occur upon the filling of the Correctional Officer Lieutenant positions. Currently, 20.0 FTE Deputy Sheriff Sergeant positions in the Sheriff's Office are filled by Deputy Sheriff 1s on Temporary Assignment to Higher Classifications (TAHC). The Office of the Sheriff does not want a situation to occur where there are no filled supervisory positions in the CCFC due to the timing of the recruitment and filling of the new CO Lieutenant positions. Enabling the TAHCs to stay in place until the Lieutenant positions are filled would allow for a seamless transition from Sergeants to Lieutenants in the CCFC. No filled positions will be abolished through this action.

FISCAL EFFECT

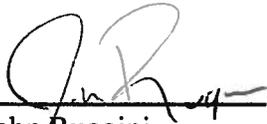
The abolishment of eighteen positions (18.0 FTE) of Deputy Sheriff Sergeant and the creation of eighteen positions (18.0 FTE) of Correctional Officer Lieutenant will result in decreased costs of \$109,698 for 2011 for salary and social security costs and \$135,817 in 2012 for salary and social security costs. Additional overtime savings may be achieved due to Correctional Officer Lieutenants accruing overtime on a straight time basis versus Deputy Sheriff Sergeants accruing overtime on a time and a half basis.

RECOMMENDATION

In light of the ongoing transition from Deputy Sheriff's to Correctional Officer's in the CCFS, the recognition of the correctional facilities being operated within the same department, and the necessity to create a career ladder position for staff entering into these positions, it is

recommended that the request to create eighteen positions (18.0 FTE) of Correctional Officer Lieutenant and abolish eighteen (18.0 FTE) positions of Deputy Sheriff Sergeant be approved effective May 1, 2010.

DAS Analyst: Joe Carey



John Ruggini

Assistant Fiscal and Budget Administrator

CC:

Lee Holloway, Interim County Executive
Candace Richards, Interim-Director of Human Resources
Terrence Cooley, Chief of Staff, County Board
Rick Ceschin, County Board Fiscal and Budget Analyst
Richard Schmidt, Inspector, Office of the Sheriff
Renee Booker, Interim Director, Department of Administrative Services

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(ITEM) Request to Abolish 18 Positions of Deputy Sheriff Sergeant (Title Code 00061700) (PR 22B) and Create 18 Positions of Correctional Officer Lieutenant (Title Code 00058610) (PR 23CM) in the Office of the Sheriff

A RESOLUTION

8 WHEREAS, as a part of the 2005 Adopted Budget, the Office of the Sheriff began a program of
9 eliminating Deputy Sheriff positions in the County Correctional Facility Central (CCFC) upon vacancy
10 and replacing them with Correctional Officers.

11
12 WHEREAS, in 2005, there were 37.5 Correctional Officers budgeted in the CCFC, in 2011 there are 212
13 Correctional Officers budgeted. During the same time period, deputies have decreased in the Jail from
14 292 in 2005 to 39 in 2011.

15
16 WHEREAS, an audit report from the National Institute of Corrections suggested establishing a single
17 correctional department under the Office of the Sheriff The Office of the Sheriff has worked in 2009 and
18 2010 toward establishing the agency as one detention unit, comprised of the County Correctional Facility
19 South (CCFS), (formerly the House of Correction) and the County Correctional Facility Central (CCFC),
20 which has resulted in changes both at the South and Central Correctional Facilities.

21
22 WHEREAS, in recognition of a single correctional department under the Office of the Sheriff, the large
23 increase in Correctional Officers at the CCFC and the need for a career ladder for the correctional staff,
24 the Sheriff requested to abolish the Deputy Sheriff Sergeant positions currently budgeted in the CCFC
25 and create Correctional Officer Lieutenant positions instead.

26
27 WHEREAS, the Sheriff's Office has requested that the abolishment of the positions occur upon the filling
28 of the Correctional Officer Lieutenant positions. Currently, 20.0 FTE Deputy Sheriff Sergeant positions
29 in the Sheriff's Office are filled by Deputy Sheriff 1s on Temporary Assignment to Higher Classifications
30 (TAHC).

31
32 WHEREAS, the Office of the Sheriff does not want a situation to occur where there are no filled
33 supervisory positions in the CCFC due to the timing of the recruitment and filling of the new CO
34 Lieutenant positions.

35
36 WHEREAS, enabling the TAHCs to stay in place until the Lieutenant positions are filled would allow for
37 a seamless transition from Sergeants to Lieutenants in the CCFC, NOW THEREFORE,

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39 **BE IT RESOLVED**, that the following position actions are approved for the
40 Office of the Sheriff effective February 21, 2011:

		No. of	Pay
<u>Action</u>	<u>Title</u>	<u>Positions</u>	<u>Range</u>
42 Create	Correctional Officer Lieutenant	18.0	23CM
44 Abolish	Deputy Sheriff Sergeant	18.0	22B

MILWAUKEE COUNTY FISCAL NOTE FORM

DATE: 1/11/11

Original Fiscal Note

Substitute Fiscal Note

SUBJECT: Request to Abolish 18.0 Positions of Deputy Sheriff Sergeant (Title Code 00061700) (PR 22B) and Create 18.0 Positions of Correctional Officer Lieutenant (Title Code 00058610) (PR 23CM) in the Office of the 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 type="checkbox"/> Increase Operating Expenditures
(If checked, check one of two boxes below) | <input type="checkbox"/> Increase Capital Revenues |
| <input type="checkbox"/> Absorbed Within Agency's Budget | <input type="checkbox"/> Decrease Capital Revenues |
| <input type="checkbox"/> Not Absorbed Within Agency's Budget | |
| <input checked="" 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	(\$109,698)	(\$135,817)
	Revenue	0	0
	Net Cost	0	0
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. ¹ 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 or interpretations that were utilized to provide the information on this form.

A. Request to Abolish 18.0 FTE of Deputy Sheriff Sergeant (Title Code 00061700) (PR 22B) and Create 18.0 FTE of Correctional Officer Lieutenant (Title Code 00058610) (PR 23CM) for the County Correctional Facility Central of the Office of the Sheriff effective February 21, 2011. Abolishment of the positions would occur upon the filling of Correctional Officer Lieutenant positions

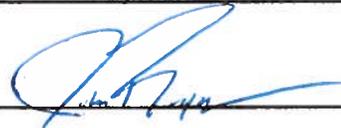
B. The abolishment of eighteen positions (18.0 FTE) of Deputy Sheriff Sergeant and the creation of eighteen positions (18.0 FTE) of Correctional Officer Lieutenant will result in decreased costs of \$109,698 for 2011 for salary and social security costs and \$135,817 in 2012 for salary and social security costs. Additional overtime savings may be achieved due to Correctional Officer Lieutenants accruing overtime on a straight time basis versus Deputy Sheriff Sergeants accruing overtime on a time and a half basis.

C. There is no budgetary impact other than the reduction in expenditures stated in "B".

D. It is assumed that the positions will not be filled until there are vacancies within the Deputy Sheriff Sergeant classification. The 2011 expenditure reduction assumes the creation and abolishment of the position at the start of pay period 21. The 2012 expenditure reduction assumes a full year implementation. The fringe benefit rate assumed was \$15,984 for health and 22.43% of salary for pension.

Department/Prepared By Joe Carey

Authorized Signature



¹ 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.

Did DAS-Fiscal Staff Review?

Yes

No

COUNTY OF MILWAUKEE
DAS – Division of Human Resources
INTER-OFFICE COMMUNICATION

DATE : January 19, 2011

TO : Committee on Personnel

Candace M. Richards

FROM : Candace Richards, Interim Director of Human Resources

SUBJECT : **Creation Recommended by Finance Committee**

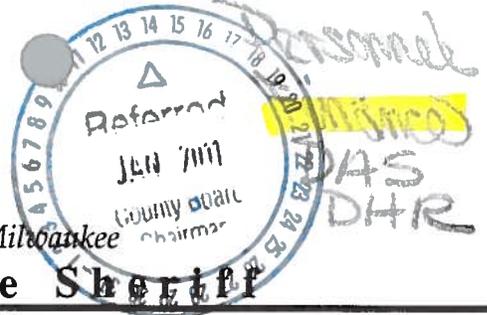
A review of the duties to be assigned to the new positions requested by the Office of the Sheriff has resulted in the following recommendation:

Org. Unit	Title Code	No. of Positions	Recommended Title	Pay Range	Min/Max of Pay Range
4000	58610	18	Correction Officer Lieutenant	23CM	\$47,638-\$59,044



David A. Clarke, Jr.
Sheriff

County of Milwaukee
Office of the Sheriff



FILE NO. 11-47

DATE: January 3, 2011
TO: Supervisor Michael Mayo, Sr., Acting Chairman, County Board of Supervisors
FROM: Richard Schmidt, Inspector, Milwaukee County Office of the Sheriff
SUBJECT: Request to Abolish 18 Positions of Deputy Sheriff Sergeant (Title Code 00061700) (PR 22B) and Create 18 Positions of Correctional Officer Lieutenant (Title Code 00058610) (PR 23CM) for the County Correctional Facility Central of the Office of the Sheriff effective February 21, 2011. Abolishment of the positions would occur upon the filling of Correctional Officer Lieutenant positions

REQUEST

The Sheriff of Milwaukee County requests the abolishment of eighteen positions of Deputy Sheriff Sergeant and the creation of eighteen positions of Correctional Officer Lieutenant for the County Correctional Facility Central (CCFC) of the Office of the Sheriff.

BACKGROUND

As a part of the 2005 Adopted Budget, the Office of the Sheriff began a program of eliminating Deputy Sheriff positions in the County Correctional Facility Central (CCFC) upon vacancy and replacing them with Correctional Officers. This initiative was implemented for a variety of reasons including the realization that Deputies were working in the CCFC as officers in the housing units, which is the same function that Correctional Officers served at the County Correctional Facility South. Typically, new Deputies would spend the first five years of their service as a housing office in the CCFC.

A newly hired Deputy was spending 20 weeks in training before being deployed while Correctional Officers were spending four weeks in training since Deputies required training in all areas of law enforcement instead of just corrections. Transitioning to Correctional Officers in the CCFC meant that substantial training hours could be saved. This change led

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to a reduction of approximately 32,000 hours of overtime staffing that had previously occurred while deputies were in recruit training. In 2005, there were 37.5 Correctional Officers budgeted in the CCFC, in 2011 there are 212 Correctional Officers budgeted. During the same time period, deputies have decreased in the Jail from 292 in 2005 to 39 in 2011. The remaining Deputies in the CCFC will be replaced by Correctional Officers upon vacancy. Eventually, all budgeted positions in the CCFC currently filled by a Deputy Sheriff will be staffed by a Correctional Officer.

The other major change that has occurred in the Office of the Sheriff is that the 2009 Adopted Budget transferred administration of the House of Correction to the Office of the Sheriff. This was done primarily due to the use of excessive mandatory overtime at the House of Correction in recent years, a history of tax levy deficits and an audit report from the National Institute of Corrections that identified serious operational deficiencies at the House of Correction. One major tenant of the audit report suggested that establishing a single correctional department under the Office of the Sheriff would be a significant step toward correcting problems at the House of Correction. The Office of the Sheriff has worked in 2009 and 2010 toward establishing the agency as one detention unit, comprised of the County Correctional Facility South (CCFS) (formerly the HOC) and the County Correctional Facility Central (CCFC), which has resulted in changes both at the South and Central Correctional Facilities.

These two majors changes have resulted in a large increase in correctional staff at the CCFC. The CCFS has Correctional Officer Lieutenant positions that serve as the immediate supervisor to Correctional Officers. In recognition of a single correctional department under the Office of the Sheriff, the large increase in Correctional Officers at the CCFC and the need for a career ladder for the correctional staff, the Sheriff desires to abolish the Deputy Sheriff Sergeant positions currently budgeted in the CCFC and create Correctional Officer Lieutenant positions instead. The use of Correctional Officer Lieutenants as the immediate supervisory staff in the CCFC is consistent with the staffing patterns at the CCFS.

Currently, 20 Deputy Sheriff Sergeant positions in the Sheriff's Office are filled by Deputy Sheriff 1s on Temporary Assignment to Higher Classifications (TAHC).

It is requested that the abolishment of the positions occur upon the filling of the Correctional Officer Lieutenant positions. The Office of the Sheriff does not want a situation to occur where there are no filled supervisory positions in the CCFC due to the timing of the recruitment and filling of the new CO Lieutenant positions. Enabling the TAHCs to stay in place until the Lieutenant positions are filled would allow for a seamless transition from Sergeants to Lieutenants in the CCFC.

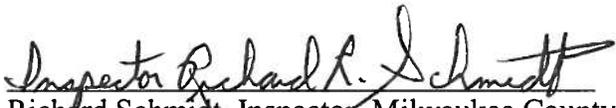
FISCAL NOTE

The abolishment of eighteen positions of Deputy Sheriff Sergeant and the creation of eighteen positions of Correctional Officer Lieutenant will result in decreased costs of \$114,008 for 2011 for salary and social security costs and \$134,737 in 2012 for salary and social security

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costs. Additional overtime savings may be achieved due to Correctional Officer Lieutenants accruing overtime on a straight time basis versus Deputy Sheriff Sergeants accruing overtime on a time and a half basis.



Richard Schmidt, Inspector, Milwaukee County Office of the Sheriff

cc: Chairman, Finance and Audit Committee
Patricia Jursik, Chairman, Personnel Committee
Candice Richardson, DAS-Division of Human Resources
Deputy Inspector Kevin Nyklewicz, Office of the Sheriff
Jon Priebe, Public Safety Fiscal Administrator

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-COUNTY OF MILWAUKEE-
INTEROFFICE COMMUNICATION

REVISED
1/19/11

11

DATE : January 6, 2011

TO : Supervisor Michael Mayo, Interim Chairman, Board of Supervisors

FROM : John Ruggini, Assistant Fiscal & Budget Administrator, DAS-Fiscal

SUBJECT : Request to create 4.0 FTE Disability Benefits Specialist (PR 13) in the Disabilities Services Division (DSD) of the Department of Health and Human Services (DHHS).

REQUEST

The Department of Health and Human Services (DHHS) is requesting to create 4.0 FTE Disability Benefits Specialist (PR 13) effective February 21, 2011.

BACKGROUND/ANALYSIS

The Disabilities Services Division began operation of the Disabilities Resource Center (DRC) in 2010. The primary role of the resource center is to provide information and assistance, service access and prevention, disability benefits counseling, and access to publicly funded long-term care. In addition, the state requires that the DRC offer the Disability Benefits Specialist (DBS) Program as one of its primary functions.

The DBS program helps provide access to Milwaukee County Residents who want to apply for private or publicly funded benefits such as Family Care, Family Care Partnership, Supplementary Security Income (SSI), Social Security Disability Income (SSDI), Medicaid or other benefits for which they are eligible. If a client is denied benefits, the Disability Benefits Specialist also helps with determining the reason for denial and resolving the issue if possible. The program also has attorney services that are provided through a contract with the State Department of Health Service (DHS) and Disability Rights Wisconsin.

Currently, this function is performed through a contract with Independence First. At the start of the program, the State recommended that the department perform this function with internal staff. During the planning process for the DRC implementation, the department decided it would be best to issue a Request for Proposals (RFP) for this function to ensure that clients received quality services. After the first year of this operation, DSD was able to reexamine the program and its needs. It was determined that operating the program utilizing County staff would be a better option due to program oversight concerns, closer working relationships with economic support staff, continuity of communication and team building with other DRC staff and functions as well as the interface issues with the program attorney backup agency. As a result, the department is requesting the creation of 4.0 FTE Disability Benefits Specialist, which would report to the Disabilities Resource Center Manager. By operating this program with internal staff, Milwaukee County would also be consistent with other Aging and Disability Resource Centers in the State of Wisconsin.

The Disabilities Benefits Specialist will be responsible for assisting clients in accessing public or private benefits. These responsibilities include: providing information about

private or public government benefits; providing technical assistance on how to access benefits and information regarding the responsibilities of the program participants; assist applicants with gathering the appropriate verifying data, both financial and non-financial; provide advice and assistance in preparing and filing complaints, grievances, and appeals at the local and state levels, and beyond; provide representation as appropriate for individuals with developmental and physical disabilities, substance use disorders or mental health issues as needed in administrative hearings or other grievance steps; consult with DBF program attorneys for consideration in representation in administrative and judicial proceedings; identify and document concerns of clients being served that have disabilities; ensure that quality services are provided to clients; and offer choices of what community services and resources will be provided, who will provide these services and how they will be provided. By operating this program with internal staff, Milwaukee County would also be consistent with other Aging and Disability Resource Centers in the State of Wisconsin.

Given the annual cost of these positions at the top of the pay range (\$261,181) and the cost of the annual contract (\$373,750), it is fiscally prudent to bring this function in-house even when accounting for annual benefit cost increases of County Positions.

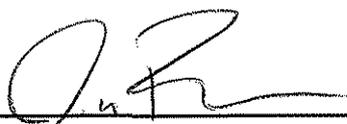
RECOMMENDATION

To allow for more program oversight and the continuity of communication with other DRC staff and outside attorneys, the Department of Administrative Services, Fiscal Affairs recommends that the request to create 4.0 FTE Disability Benefits Specialist, effective February 21, 2010, be approved.

FISCAL NOTE

Approval of the request to create 4.0 FTE Disability Benefits Specialist, effective February 21, 2010, will result in no fiscal impact to the County, as the costs of these positions will be paid for with the remaining funds of the contract.

Prepared by:
Antionette Thomas-Bailey
278-4250



John Ruggini
Assistant Fiscal and Budget Administrator

pc: Lee Holloway, Interim County Executive
Candace Richards, Interim-Director of Human Resources
Terrence Cooley, Chief of Staff, County Board
Jennifer Collins, County Board Fiscal and Budget Analyst
Rick Ceschin, County Board Fiscal and Budget Analyst
Geri Lyday, Interim Director, Department of Health and Human Services
Renee Booker, Interim Director, Department of Administrative Services

1 From the Committee on, Reporting on:

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3

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File No.

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(ITEM NO.) A resolution requesting to create 4.0 FTE Disability Benefits Specialist (PR 13) in the Disabilities Services Division of the Department of Health and Human Services (DHHS) effective February 21, 2011:

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A RESOLUTION

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WHEREAS, the Department of Health and Human Services request the creation of 4.0 FTE Disability Benefits Specialist (PR 13) for the Disabilities Resource Center; and

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WHEREAS, the Disability Benefit Specialist would be responsible for providing information about private or public government benefits; providing technical assistance on how to access benefits and information regarding the responsibilities of the program participants; assist applicants with gathering the appropriate verifying data, both financial and non-financial; provide advice and assistance in preparing and filing complaints, grievances, and appeals at the local and state levels, and beyond; provide representation as appropriate for individuals with developmental and physical disabilities, substance use disorders or mental health issues as needed in administrative hearings or other grievance steps; consult with DBF program attorneys for consideration in representation in administrative and judicial proceedings; identify and document concerns of clients being served that have disabilities; ensure that quality services are provided to clients; and offer choices of what community services and resources will be provided, who will provide these services and how they will be provided; and

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WHEREAS, the requested position actions are necessary to ensure the proper program oversight and continuity of communication with other DRC staff and outside attorneys; and

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WHEREAS, the Department of Administrative Services, Fiscal Affairs recommends that the following request effective February 21, 2011, be approved: create 4.0 FTE Disability Benefits Specialist (PR 13); and

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BE IT RESOLVED, that the following position actions are approved, for the Department of Health and Human Services effective February 21, 2011

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<u>Action</u>	<u>Title</u>	<u>No. of Positions</u>	<u>Pay Range</u>
Create	Disability Benefit Specialist	4.0	13

MILWAUKEE COUNTY FISCAL NOTE FORM

DATE: 1/7/10

Original Fiscal Note

Substitute Fiscal Note

SUBJECT: Request to create 4.0 FTE Disability Benefits Specialist (PR 13)

FISCAL EFFECT:

- | | |
|--|--|
| <input checked="" 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 type="checkbox"/> Increase Operating Expenditures
(If checked, check one of two boxes below) | <input type="checkbox"/> Increase Capital Revenues |
| <input 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	172,106	240,4610
	Revenue	186,785	0
	Net Cost	14,679	240,461
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.¹ 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 or interpretations that were utilized to provide the information on this form.

A. Approval of the creation of 4.0 FTE Disability Benefits Specialist for the Disabilities Resource Center (DRC) would allow the department to move forward with the filling of these positions.

B. The 2011 net estimated fiscal effect of the creation of the four Disability Benefits Specialists is \$172,106. The total contract for Independent First to perform the Disability Benefits Specialist program function in 2011 is \$373,750. A not to exceed contract in the amount of \$186,785 was executed through the end of June 2011. The cost of these positions is completely offset by the remaining \$186,785.

Although the total costs of these positions in 2012 would be \$239,711, there would be no fiscal impact as the cost of these positions would be included in the 2012 budget.

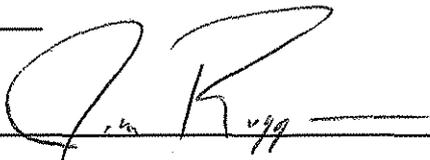
C. There would be no budgetary impact associated with the approval of this request as the funds are available in a different account. The department would need to perform a fund transfer to transfer the funds to the appropriate line item accounts.

D. The following fiscal note is based on the following assumptions: Salary at step one in pay range 13 (\$16.2414 per hour), social security @ 7.65%, active health (\$15,984), active pension (22.43%), and a start date of May 2, 2011.

¹ 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.

Department/Prepared By Antionette Thomas-Bailey

Authorized Signature



Did DAS-Fiscal Staff Review?

Yes

No

COUNTY OF MILWAUKEE
DAS – Division of Human Resources
INTER-OFFICE COMMUNICATION

DATE : January 19, 2011

TO : Committee on Personnel

Candace M. Richards

FROM : Candace Richards, Interim Director of Human Resources

SUBJECT : **Creation Recommended by Finance Committee**

A review of the duties to be assigned to the new positions requested by the Department of Health and Human Services has resulted in the following recommendation:

Org. Unit	Title Code	No. of Positions	Recommended Title	Pay Range	Min/Max of Pay Range
8000	TBD	4	Disability Benefits Specialist	13	\$33,782 - \$37,908

COUNTY OF MILWAUKEE
INTER-OFFICE COMMUNICATION

Finance
Personnel
DAS-DHR
- 17 @
Referral
JAN 7/11
County Board
Chairman

FILE NO. 11-59

DATE: December 29, 2010
TO: Sup. Lee Holloway, Chairman, Milwaukee County Board of Supervisors
FROM: Geri Lyday, Interim Director, Department of Health & Human Services
SUBJECT: **Request to Create Four Disability Benefits Specialist Positions in DSD**

Geri Lyday

REQUEST

The Interim Director of the Milwaukee County Department of Health & Human Services is requesting the creation of four Disability Benefits Specialist positions to be assigned to the Disability Resource Center (DRC).

BACKGROUND/ANALYSIS

In 2010, the Disabilities Services Division (DSD) began operating the DRC, which provides information and referral services to consumers with disabilities, ages 18 to 59. The DRC also assists consumers in understanding the long-term care options available to them and helps people apply for programs and benefits.

As one of the primary services provided by the DRC, the Disability Benefits Specialist (DBS) program is a required service for all State funded, certified Aging and Disability Resource Centers throughout Wisconsin. The DBS program assists all Milwaukee County residents who are interested in seeking and obtaining private or public benefits such as Family Care, Family Care Partnership, Supplementary Security Income (SSI), Social Security Disability Income (SSDI), Medicaid or other benefits for which they are eligible. Program attorney services are also provided through a contract between the State Department of Health Services (DHS) and Disability Rights Wisconsin attorneys.

In 2010, DSD contracted out the DBS function and expected to do so in the 2011 Budget. However, DSD now plans to perform this function utilizing County staff rather than a vendor due to program oversight concerns, closer working relationships with economic support staff as well as continuity of communication with other DRC staff and outside attorneys. By operating this program with internal staff, Milwaukee County would also be consistent with other ADRCs in the State of Wisconsin.

DSD is therefore, requesting the creation of four Disability Benefits Specialist positions. The vendor, Independence First, is currently under contract with Milwaukee County to provide these services from January to June for a not-to-exceed amount of \$186,875. A contract with Independence First for the first half of 2011 is needed to recruit and train County staff to ensure continuous operations of this critical DRC function. If the new positions can be filled and trained prior to the end of Independence First's contract, the contract will not be fully expended.

RECOMMENDATION

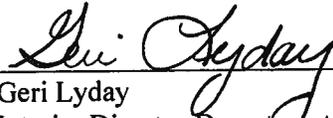
It is recommended that these positions be created to support the DBS program for the Disability Resource Center and to ensure individuals with disabilities have access to public benefits and services for which they are eligible in Milwaukee County.

FISCAL EFFECT

The 2011 net estimated fiscal effect of the creation of the four Disability Benefits Specialists is \$186,542, which reflects salary at step one in pay range 12Z, social security, and active health and pension. This cost assumes an estimated start date of May 2, 2011 and is offset with \$186,875 in funds budgeted in the purchase of service contract line for DBS. These funds will no longer be obligated to an outside contract in the Disability Resource Center. Instead, DSD plans to perform this function internally with County staff.

The total amount budgeted for the DBS component of the DRC is \$373,750. A not-to-exceed contract in an amount of \$186,875 was executed with Independence First to perform this function through the end of June 2011. The remaining \$186,875 is available to fund these four positions.

Approved by:



Geri Lyday
Interim Director Department of Health & Human Services

Cc: Steve Kreklow, Fiscal and Budget Administrator, DAS
John Ruggini, Assistant Fiscal & Budget Administrator, DAS
Antionette Thomas-Bailey, Fiscal & Management Analyst
Jennifer Collins, County Board Staff
Jodi Mapp, County Board Staff

**COUNTY OF MILWAUKEE
INTER-OFFICE COMMUNICATION**

DATE: January 19, 2010
TO: Michael Mayo, Chairman, County Board of Supervisors
FROM: John Ruggini, Acting Fiscal and Budget Administrator
SUBJECT: ARCHITECTURE AND ENGINEERING POSITION STUDY

Request

The Department of Transportation and Public Works – Architecture, Engineering and Environmental Services Division (AE & ES) is requesting the mid-year creation of four positions: Managing Engineer – Field Operations – Airport (new title code), Managing Engineer – Mechanical (new title code), Engineer (title code 00035750), and Engineering Technician (title code 00035710). For each position, 1.0 FTE would be created, and funded through crosscharges to capital projects.

Background

AE&ES is requesting that the positions be created mainly due to the number of outstanding capital projects, especially related to the accelerated 2009-2012 capital financing program, and an increased focus on related infrastructure maintenance, to be funded by proceeds from the University of Wisconsin-Milwaukee (UWM) land sale at the County Grounds. AE&ES charges capital projects a rate (referred to as the overhead rate) for the work performed by these staff that includes direct salary, fringe benefits, sick leave, OPEB liability, and overhead, including administrative support staff and the cost of the work environment (rental crosscharges, technology crosscharges, etc.).

The number of funded professional engineering and design positions in the AE&ES division has declined steadily since 2005. The 2005 Adopted budget provided 51.0 FTE positions in AE&ES, while the 2011 Adopted Operating Budget provided 35.2 FTE (both figures include administrative support staff). As of January 4, AE&ES had only one vacant professional staff position. During this time bonding levels (including revenue-backed bonds for airport capital projects) has increased from \$37.5 million to \$174.8 million for the accelerated capital program that covers the years 2010 to 2012 (an average of \$58.3 million per year). AE&ES staff has generally reported that existing full-time staff has been able to absorb the increasing workloads while supplementing their efforts with temporary staff and consultants, which are generally less costly than permanent staff, due fringe benefits and OPEB liabilities, resulting in lower charges to capital projects.

The request by AE&ES to add additional positions is based primarily on the increased workload created by the accelerated capital financing plan, and on the significant increase in major maintenance projects included in the 2011 Adopted Capital Budget, which are financed with \$5 million in revenues from the UWM land sale at the County Grounds. AE&ES staff also indicates that while temporary staff is appropriate and cost-effective in the short term, the division has several long-time permanent staff, with significant institutional knowledge, that could be lost due to retirement.

While the need for additional staff resources may be acute during the accelerated capital program and increased focus on major maintenance, it should be noted that these may be short-term issues. The current policy for the capital program is to return to the routine capital program in 2013 which will have a cap on general obligation debt issuance of approximately \$30-\$35 million. This makes it possible that positions related to the normal capital budget may not have sufficient funds available in 2013 and beyond. Further, the expenditure budgets for existing capital projects are set. As the overhead rate increases, due either to an increase in staff or increased staff costs, less expenditure authority is available for the actual

infrastructure improvements, unless additional revenue sources outside the existing capital program are identified. With regard to the positions related to major maintenance projects funded by the UWM land sale, those revenues are one-time sources while permanent staff require ongoing expenditures. Additionally, UWM has requested a delay in making the 2011 payment until 2013, thereby eliminating a funding source for these positions in the current year.

Recommendation

These factors relate to the individual positions, and recommended action, as follows:

1. **Managing Engineer – Field Operations – Airport:** The DTPW-Airport Division (airport) has requested the creation of this position to provide robust oversight of time and materials contractors that work on capital and operating projects. These duties are currently being performed by an employee of the DTPW-Transportation Services Division on loan until the spring construction season. The airport has a significant number of outstanding capital projects and has entered into an agreement with the signatory airlines for a 5-year capital plan. This position is less susceptible to the above factors because it can be fully funded by outside revenues. Given the significant increase in passenger traffic, the associated need for major maintenance projects at General Mitchell International Airport (GMIA), and the relative long-term stability of the airport capital program, it is recommended that this request be approved.
2. **Managing Engineer – Mechanical:** AE&ES is requesting this position mainly to deal with HVAC, fire protection and plumbing projects. AE&ES has primarily used temporary staff for these types of projects for the past 8 years, and staff report that there have always been sufficient projects and revenues to fund this work. This position could also work on performance contracting projects and jobs at GMIA, which would provide additional outside revenue sources if necessary. Given the relative stability of workload and the availability of work at GMIA, it is recommended that this request be approved.
3. **Engineer:** AE&ES currently has 5.0 FTE budgeted engineer positions, two of which are filled on a half-time basis. AE&ES indicates there is sufficient workload for one half-time employee to transition to full-time, which under the request would leave 0.5 FTE vacant. Given the long-term issues noted above, it is recommended that the request to create 1.0 FTE Engineer position be approved, and that one 0.5 FTE Engineer position be abolished upon vacancy.
4. **Engineering Technician:** AE&ES's request indicates this position would be primarily responsible for major maintenance projects, including the county-wide building inventory and assessment program. These projects are funded by one-time revenues from the UWM land sale in 2011, which as noted above may not be received until 2013 and beyond. In addition to the delay in receiving revenues that would fund this position, it is uncertain whether additional funds for major maintenance projects will be available in the future. The issue of the UWM payment schedule is to be considered by the County Board during the January 2011 cycle; therefore, it is recommended that no action be taken on this request until the payment schedule has been determined.

It should be noted that for any positions created, AE&ES will need to request an appropriation fund transfer at a later date to increase revenues and expenditure authority for these positions in its operating budget, and there will also need to be an appropriation fund transfer in affected capital projects to reallocate expenditure authority from professional services to internal service charges.

Report Prepared By: Josh Fudge, Fiscal and Management Analyst III

A handwritten signature in black ink, appearing to read 'John Ruggini', written over a horizontal line.

John Ruggini
Acting Fiscal and Budget Administrator

cc: County Executive Lee Holloway
Renee Booker, Director, Department of Administrative Services
Jack Takerian, Director, Department of Transportation and Public Works
Greg High, Director, Architecture & Engineering Division

1 By the Committee on, Reporting on:
2

3 File No. 11-
4 (Journal, *)
5

6 (ITEM NO.) A resolution authorizing the midyear creation of three (3) new positions in
7 the Department of Transportation and Public Works, Division of Architecture,
8 Engineering, Environmental and Services (AE&ES), by recommending the following
9

10 **A RESOLUTION**
11

12 WHEREAS, AE&ES has submitted a request for the January Cycle to create four
13 new positions; and
14

15 WHEREAS, AE&ES management has reviewed its current and projected
16 workload based on the adopted capital budget (including the accelerated capital
17 program and increased emphasis on infrastructure maintenance); and
18

19 WHEREAS, one of the requested positions (Managing Engineer – Field
20 Operations – Airport, title code NEW) would provide services to General Mitchell
21 International Airport, which has operating and capital expenditures completely funded
22 by outside revenue sources; and which has seen significant increases in passenger
23 traffic, resulting in additional maintenance needs; and
24

25 WHEREAS, one of the requested positions (Managing Engineer – Mechanical,
26 title code NEW) would provide oversight of HVAC, refrigeration, fire protection and
27 plumbing services, which are projected to continue in importance through the
28 performance energy contracting, and additional projects at General Mitchell
29 International Airport; and
30

31 WHEREAS, additional analysis suggests that one of the requested positions
32 (Engineer – title code 00035750) could be created on a fulltime basis (1.0 FTE), with an
33 existing 0.5 FTE of the same position abolished upon vacancy for a net increase of 0.5
34 FTE in the Division; and
35

36 WHEREAS, the final requested position (Engineering Technician, title code
37 00035710) was to be primarily involved in capital infrastructure projects that were to be
38 funded by the 2011 payment by the University of Wisconsin-Milwaukee (UWM) related
39 to the County Grounds land purchase, which is requesting to delay the payment, and on
40 which action will be taken by the County Board during the January 2011 cycle; and
41

42 WHEREAS, due to this development, it is recommended that no action be taken
43 on this request until the County completes action on the UWM payment cycle; now,
44 therefore
45
46

47 BE IT RESOLVED, that the County Board of Supervisors does hereby approve
48 the midyear creation of three (3) new positions: 1.0 FTE position of Managing Engineer
49 – Field Operations – Airport (title code NEW), 1.0 FTE position of Managing Engineer –
50 Mechanical (title code NEW), and 1.0 FTE position of Engineer (title code 00035750);
51 and the abolishment upon vacancy of one (1) existing halftime position (0.5 FTE) of
52 Engineer (title code 00035750); in the Department of Transportation and Public Works,
53 Division of Architecture, Engineering, and Environmental Services.
54

MILWAUKEE COUNTY FISCAL NOTE FORM

DATE: 1/14/11

Original Fiscal Note

Substitute Fiscal Note

SUBJECT: Mid-Year Position Action Request by the Department of Transportation Services, Division of Architecture, Engineering, and Environmental Services.

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
(If checked, check one of two boxes below) | <input type="checkbox"/> Increase Capital Revenues |
| <input 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 checked="" 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	185,768	
	Revenue	185,768	
	Net Cost	0	0
Capital Improvement Budget	Expenditure		
	Revenue		
	Net Cost	0	0

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.¹ 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 or interpretations that were utilized to provide the information on this form.

A. It is recommended that three of the four positions being requested by the Director of the Department of Transportation and Public Works (DTPW) for mid-year creation in the 2011 budget of the Division of Architecture, Engineering and Environmental Services Division (AE&ES) within DTPW be approved, with the additional recommendation that one existing half-time position be abolished upon vacancy.

B. Net total Cost of the 3 positions recommended for creation plus the abolishment of the half-time position, including benefits, is \$185,768. This amount is based on an April 1, 2011 start date at the mid-range of pay grade 32A. Anticipated Revenue Generated from charges to the capital projects is equal to the net salary and fringe benefit cost, as any overhead costs associated with these positions has already been accounted for in the 2011 Adopted AE&ES budget.

C. Budgetary impacts in the current year associated with the proposed action are dependent on the volume of work anticipated in the current year capital budgets. Budgetary impacts in subsequent years associated with the proposed action are dependent on the volume of work anticipated in the out year capital budgets.

D. It is anticipated that sufficient volume of projects will be available allowing adequate revenue to be generated to offset the expenditures for permanent employees.

¹ 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.

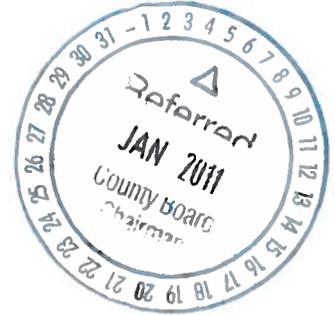
Department/Prepared By DAS-Fiscal, Josh Fudge

Authorized Signature 

Did DAS-Fiscal Staff Review? Yes No

COUNTY OF MILWAUKEE
INTER-OFFICE COMMUNICATION

Finance
Personnel
DAS DHR



DATE: December 27, 2010 FILE NO. 11-73
TO: Supervisor Michael Mayo, Chairman, County Board of Supervisors
FROM: Jack Takerian, Director of Transportation and Public Works
SUBJECT: **AE&ES Division of DTPW – Midyear Position Create Request**

POLICY

The Director of the Department of Transportation and Public Works (DTPW) is requesting that the County Board approve a resolution to approve the midyear creation of four (4) new positions in the 2011 budget of the Division of Architecture, Engineering and Environmental Services Division (AE&ES) within DTPW.

BACKGROUND

In April of 2010 DTPW submitted an informational report titled Staffing Plans, Cost Comparison Of Using Permanent County Staff Professionals versus Temporary Professional Staff and Revenue Loss To AE&ES Division Of DTPW. The report suggested that given a consistent capital and major maintenance budget from year to year and therefore a consistent volume of work related to project delivery that DTPW could operate more cost effectively and increase its revenue by utilizing permanent employees rather than consultants and/or temporary professional staff for planning, design and construction management.

Subsequently, after a discussion with County Executive Lee Holloway, it was suggested that AE&ES Division look for opportunities to increase the revenue returning to Milwaukee County from the capital projects by adding permanent professional positions. After consideration of the work load related to the adopted 2011 budget, the 5-year outlook for capital and major maintenance public works projects and the renewed commitment by Milwaukee County government on infrastructure maintenance, DTPW proposes four (4) new permanent professional/technical positions that would be charged out 100% to capital or major maintenance project work not funded by the AE&ES Division operating budget. These are:

Managing Engineer-Field Operations-Airport, Title Code: 00035840, Grade: 32A, Salary: \$80,215, primary responsibilities: administer major maintenance and T&M projects exclusively at GMIA, Total Cost of the Position including benefits: \$123,072, Revenue Generated: \$223,779

Managing Engineer-Mechanical, Title Code: 000358??, Grade: 32A, Salary: \$80,215, primary responsibilities: administer HVAC, refrigeration, fire protection and plumbing

projects county-wide, Total Cost of the Position including benefits: \$123,072, Revenue Generated: \$223,779

Engineer, Title Code: 00035750, Grade: 32A, Salary: \$80,215, primary responsibilities: plan and design civil and site development projects county-wide, Total Cost of the Position including benefits: \$123,072, Revenue Generated: \$223,779

Engineering Technician, Title Code: unknown, Grade: 24A, Salary: \$49,393, primary responsibilities: administer county-wide building inventory and assessment program, Total Cost of the Position including benefits: \$87,876, Revenue Generated: \$137,826

RECOMMENDATION

The Director of the Department of Transportation and Public Works (DTPW) recommends the County Board approve a resolution to approve the midyear creation of four (4) new positions in the 2011 budget of the Division of Architecture, Engineering and Environmental Services Division (AE&ES) within DTPW. If approved by the County Board, the Director of DTPW will work with the Division of Human Resources to prepare the necessary documentation for each requested position to be submitted for review and approval by the County Board.

Prepared by: Gregory G. High

Approved by:



Jack Takerian, Director
Transportation & Public Works



Gregory G. High
Director, AE&ES Div., DTPW

Attachments: 1. Informational Report, dated April, 2010
2. Proposed Position Descriptions

cc: Lee Holloway, County Executive
Supervisor Patricia Jursik, Chairperson, Personnel Committee
Supervisor John Thomas, Vice-Chairperson, Finance & Audit Committee
Terry Cooley, Chief of Staff, County Board
Renee Booker, Director, DAS
Pam Bryant, Administration & Fiscal Affairs Division/DAS
Sean Moore, Human Resources Coordinator, DTPW
Candace Richards, Interim Director, DHR

1 From the Committee on Transportation & Public Works

3 File No. 11-*
4 (Journal, *)

6 (ITEM NO. *) From the Director of Transportation and Public Works requesting that the
7 County Board approve the midyear creation of four (4) new positions in the 2011 budget of
8 the Division of Architecture, Engineering and Environmental Services Division (AE&ES)
9 within the Department of Transportation and Public Works DTPW, by recommending
10 adoption of the following:

11
12 **A RESOLUTION**

13
14 WHEREAS, In April of 2010 DTPW submitted an informational report titled Staffing
15 Plans, Cost Comparison Of Using Permanent County Staff Professionals versus Temporary
16 Professional Staff and Revenue Loss To AE&ES Division Of DTPW and the report suggested
17 that given a consistent capital and major maintenance budget from year to year and
18 therefore a consistent volume of work related to project delivery that DTPW could operate
19 more cost effectively and increase its revenue by utilizing permanent employees rather
20 than consultants and/or temporary professional staff for planning, design and construction
21 management; and

22
23 WHEREAS, after a discussion with County Executive Lee Holloway, it was suggested
24 that AE&ES Division look for opportunities to increase the revenue returning to Milwaukee
25 County from the capital projects by adding permanent professional positions; and

26
27 WHEREAS, after consideration of the work load related to the adopted 2011 budget,
28 the 5-year outlook for capital and major maintenance public works projects and the
29 renewed commitment by Milwaukee County government on infrastructure maintenance,
30 DTPW proposes four (4) new permanent professional/technical positions that would be
31 charged out 100% to capital or major maintenance project work not funded by the AE&ES
32 Division operating budget; and

33
34 WHEREAS, these are positions are Managing Engineer-Field Operations-Airport,
35 Title Code: 00035840, Grade: 32A, Salary: \$80,215 and primary responsibilities:
36 administer major maintenance and T&M projects exclusively at GMIA; Managing Engineer-
37 Mechanical, Title Code: 000358??, Grade: 32A, Salary: \$80,215 and primary
38 responsibilities: administer HVAC, refrigeration, fire protection and plumbing projects
39 county-wide; Engineer, Title Code: 00035750, Grade: 32A, Salary: \$80,215, and primary
40 responsibilities: plan and design civil and site development projects county-wide;
41 Engineering Technician, Title Code: unknown, Grade: 24A, Salary: \$49,393, and primary
42 responsibilities: administer county-wide building inventory and assessment program; now,
43 therefore

45 BE IT RESOLVED, that the County Board of Supervisors does hereby approve the
46 midyear creation of four (4) new positions in the 2011 budget of the Division of
47 Architecture, Engineering and Environmental Services Division (AE&ES) within DTPW
48
49

MILWAUKEE COUNTY FISCAL NOTE FORM

DATE: 1/4/11

Original Fiscal Note

Substitute Fiscal Note

SUBJECT: AE&ES Division of DTPW – Midyear Position Create Request

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
(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 checked="" 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	457,092	0
	Revenue	457,092	0
	Net Cost	0	0
Capital Improvement Budget	Expenditure	0	
	Revenue	0	
	Net Cost	0	

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. ¹ 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 or interpretations that were utilized to provide the information on this form.
- A. The Director of the Department of Transportation and Public Works (DTPW) is requesting that the County Board approve a resolution to approve the midyear creation of four (4) new positions in the 2011 budget of the Division of Architecture, Engineering and Environmental Services Division (AE&ES) within DTPW.
- B. Total Cost of the 4 Positions including benefits = \$457,092. Anticipated Revenue Generated from charges to the capital projects = \$809,163
- C. Budgetary impacts in the current year associated with the proposed action are dependent on the volume of work anticipated in the current year capital budgets. Budgetary impacts in subsequent years associated with the proposed action are dependent on the volume of work anticipated in the out year capital budgets.
- D. It is anticipated that sufficient volume of projects will be available allowing adequate revenue to be generated to offset the expenditures for permanent employees.

Department/Prepared By Greg High

Approved by:



Jack Takerian, Director
Transportation & Public Works



Greg High, Director
DTPW-AE&ES

Did DAS-Fiscal Staff Review? Yes
Reviewed With:

No

¹ 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.

**COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION**

DATE: April 26, 2010

TO: Supervisor Michael Mayo, Sr., Chairperson, Transportation, Public Works Committee

FROM: Jack H. Takerian, Interim Director, Transportation and Public Works

SUBJECT: **Staffing Plans, Cost Comparison Of Using Permanent County Staff Professionals Versus Temporary Professional Staff and Revenue Loss To AE&ES Division Of DTPW – Informational Report**

The Transportation and Public Works Committee requested a written report for the May 2010 cycle detailing staffing plans, cost comparison of temporary staff versus county employees and any lost revenue incurred by using temporary staff.

BACKGROUND

Per the adopted 2010 operating budget for the AE&ES Division of DTPW, the Division during the course of the year must recover in revenues a dollar amount equal to 74% of the expenditures.

This revenue is earned in two ways:

1. Division staff charging to capital improvement or major maintenance public works projects (73%)
2. Revenue from local, state and federal sources such as grants and reimbursement programs (1%)

Current permanent staffing levels are sustainable with the current volume of capital and major maintenance projects and are required for adequate Quality Assurance and Quality Control. AE&ES Division has been successful in making up revenue deficits through use of temporary professional staff when there is sufficient volume of capital project or grant subsidized work. Temporary professional staffing has been used on a limited basis in the AE&ES Division for over 10 years.

Based on the attached comparison, the Division prefers the use of temporary staffing to the use of consultants where appropriate because of our success in recruiting temporary professional staff that are qualified, flexible, work well within the Division. The Division must make sure that there is a sufficient qualified professional staff person available for project oversight.

Some examples of non-revenue generating services include, energy conservation initiatives, internal and outside agency requests for review of documents, quality assurance and quality control of many internal and contractual procedures involving expenditures of funds as well as internal county requests for studies, investigations and complaint handling

CURRENT STATUS

There are no outstanding revenue generating issues at this time. Expenditures will be closely monitored as a potential offset for any shortfall in revenue. The revenue generated should increase with the addition of Temporary Professional staff to work on the increased volume of capital projects that were issued in September 2009 and 2010.

Informational Report - Cost Comparison – Permanent Employee vs. Temporary Employee in the
AE&ES Division of DTPW

4/27/2010

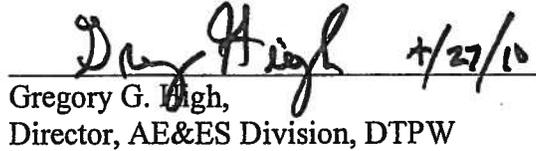
Page 2

Prepared by: Gregory G. High

Approved by:



Jack N. Takerian, Interim Director
Transportation & Public Works



Gregory G. High,
Director, AE&ES Division, DTPW

Attachments:

1. Comparison of Staffing Levels in AE&ES Division (2000 to 2010)
2. 2010 AE&ES Division Staff Comparisons

cc: County Executive, Scott Walker
Tom Nardelli, Chief Staff, County Executive's Office
Cynthia Archer, Director Department of Administrative Services
Martin Weddle, Research Analyst, County Board
Pamela Bryant, Capital Finance Manager, Fiscal Affairs Division/DAS
Sarah Jankowski, Fiscal Mgt Analyst, Fiscal Affairs Division/DAS

	2000	2001	2002 a	2003	2004 b	2005 c	2006 d	2007 e	2008 f	2009 g	2009 h September Appropriation	2010 i Combined Financing
& ES Staff Level	57.0	63.8	70.4	66.5	70.4	51.0	48.9	40.9	39.2	37.6	37.6	36.4
opted County Bonding levels(excluding airport)	\$46,750,165	\$40,891,525	\$40,783,083	\$25,623,397	\$26,603,065	\$24,750,830	\$31,187,654	\$33,228,014	\$30,805,683	\$32,468,511	\$45,130,060	\$81,792,448
opted County Bonding levels(airport only)	\$19,600,000	\$16,457,000	\$24,264,230	\$4,329,150	\$3,765,750	\$12,763,637	\$35,673,482	\$16,476,150	\$4,334,635	\$11,190,800	\$18,894,250	\$29,043,101
al Adopted County Bonding levels	\$66,350,165	\$57,348,525	\$65,047,313	\$29,952,547	\$30,368,815	\$37,514,467	\$66,861,136	\$49,704,164	\$35,140,318	\$43,659,311	\$64,024,310	\$110,835,549
a) All PFC funding												
b) \$3,280,750 PFC funded												
c) \$5,405,712 PFC Funded												
c) \$5,130,172 PFC Funded												
d) \$2,088,298 PFC Funded												
e) \$2,898,250 PFC Funded												
f) \$2,373,885 PFC Funded												
g) \$5,850,550 PFC Funded												
h) \$2,860,750 PFC Funded												
i) \$7,462,917 PFC Funded												

2010 AE&ES Division Staff Comparisons

Permanent Managing Architect *

- Assume employee is available 1,716 hours per year after accounting for vacation, holiday, sick allowance and personal time
- Assume Overhead Rate (OH) = 3.1 multiplier. This accounts for overhead costs of providing work environment, mileage, liability insurance and employee benefits provided by Milwaukee County including Health insurance, Life insurance and Legacy Costs
- Employee charges 100% to adopted capital budget project work

Fully Loaded Hourly Charge Out Rate = \$119.54/hour
 Annual Charge Out Rate = \$119.54/hour x 1,716 = \$205,124/ year

Annual "on the job" cost for this employee = \$38.56/hour x 1716 hours/year =	\$66,169/year
Annual vacation, holiday, sick allowance and personal time cost for this employee =	\$14,036/year
Annual benefits and legacy cost for this employee =	<u>\$33,307/year</u>
Total cost for this employee =	\$113,512/year

Revenue earned from capital project =	\$205,124
Total cost for this employee =	<u>(\$113,512)</u>
Net revenue returned to County =	\$91,612 / year

* Current permanent staffing levels are sustainable with the current volume of capital and major maintenance projects and are required for adequate Quality Assurance and Quality Control (QA/QC). Permanent staff has a vested interest in performing these QA/QC tasks in the best interest of the Milwaukee County. Permanent staff also provides a repository for knowledge regarding County Assets and Infrastructure that can be maintained and transferred for future use.

Temporary Managing Architect

- Assume employee is available 1,716 hours per year after accounting for time off for vacation, holiday, sick and personal time
- Assume a hourly salary of \$36.00/hr and a Temp Agency Over Head & Profit (OH&P) rate of \$11.52/hour
- Assume a County Overhead Rate (OH) = 2.0 multiplier. This accounts for AE&ES overhead costs of providing work environment, work tools, internal training and payroll processing
- Employee charges 100% to adopted capital budget project work
- Hourly rate set by DTPW at close to the permanent employee rate assuming employee with similar experience and expertise

Fully Loaded Hourly Charge Out Rate = \$95.04/hour
 Annual Charge Out Rate = \$95.04/hour x 1,716 = \$163,088/ year

Annual "on the job" cost for this employee = \$36.00/hour x 1716 hours/year =	\$61,776/year
Annual vacation, holiday, sick allowance and personal time cost for this employee =	\$ 0/year
Annual benefits cost for this employee =	<u>\$19,768/year</u>
Total cost for this employee =	\$81,544/year

Revenue earned from capital project =	\$163,088
Total cost for this employee =	<u>(\$ 81,544)</u>
Net revenue returned to County =	\$81,544/ year

Consultant Managing Architect

- Assume employee is available 1,716 hours per year after accounting for time off for vacation, holiday, sick and personal time
- Assume the county would want the same employee during the course of the project
- Assume Overhead Rate (OH) = 2.9 multiplier (this is an average of all architectural firms currently under contract using the Annual Consulting contracts. This accounts for overhead costs of providing work environment, work tools, training, mileage, payroll processing, liability insurance and employee benefits provided by the Consultant Company including Overhead and Profit (OH&P))
- Employee charges 100% to adopted capital budget project work
- Hourly rate set by Consultant in their proposal assuming employee with similar experience and expertise

Fully Loaded Hourly Charge Out Rate = \$116.00/hour
 Annual Charge Out Rate = \$116.00/hour x 1,716 = \$199,056/ year

Annual "on the job" cost for this employee = \$40.00/hour x 1716 hours/year =	\$68,640/year
Annual vacation, holiday, sick allowance and personal time and annual benefits + OH&P cost for this employee =	<u>\$130,416/year</u>
Total cost for this employee =	<u>\$199,056/year</u>

Revenue earned from capital project =	\$0 *
Total cost for this employee =	<u>(\$199,056)</u>
Net revenue returned to County =	(\$0)/ year

* Consultant charges do not include any County resources for which the County can be reimbursed. Therefore the consultant charges to the capital project do not earn any revenue for the County.

**MILWAUKEE COUNTY
DEPARTMENT OF ADMINISTRATIVE SERVICES
HUMAN RESOURCES**

POSITION DESCRIPTION

OFFICIAL TITLE OF POSITION: Managing Engineer – Field Operations - Airport

NAME OF PRESENT INCUMBENT: New Position in 2011i

DEPARTMENT: Department of Transportation & Public Works

DIVISION: Architecture, Engineering & Environmental Services

REPORTS TO (Name & Title): Ed Baisch, Airport Engineer

TITLE CODE: 35840

POSITION NUMBER:

PAY RANGE: 32A

TYPE OF POSITION : (Check One) FT (X) PT Hourly Seasonal

PURPOSE OF POSITION: Delivery of construction projects for expansion and maintenance of General Mitchell International Airport and Lawrence J. Timmerman Airport.

TITLE(S) OF POSITION(S) SUPERVISED: (must include disciplining and evaluating):

None

DUTIES: Describe in detail the work you do, listing most time consuming duties first, along with approximate percentages which should total 100%. Indicate "E" if duty is essential.

Description of Duties	% age of Time Spent on Duty	E=Essential Duty
1. Design of minor airport improvement projects at Lawrence J. Timmerman Airport and General Mitchell International Airport including conducting predesign conferences with airport users, preparing construction plans using computer-aided drafting, writing specifications, special provisions and contract documents, coordinating bidding process and conducting pre-bid meeting.	10%	E
2. Manage airport construction projects including conducting preconstruction conferences, coordinating work with Airport Operations, and tenants, directing construction surveys, supervise construction inspectors, supervise quality control plans, prepare periodic cost estimates, prepare/negotiate change orders, conduct final inspections and prepare record drawings.	40%	E
3. Coordinate design and construction projects with consultants including setting up and serving on consultant selection committee, review consultant plans and reports, attend project meetings, supply information from Airport files, and prepare payment certificates to consultants.	25%	E

4. Assist Airport Engineer in long range planning including preparing preliminary plans and estimates, exhibits for budget hearings, collect information and update Airport facilities plans, and prepare long range maintenance plans.	5%	E
5. Coordinate with other DPW sections on Airport work including directing survey crews on Airport projects, and reviewing plans and specifications prepared by other sections.	5%	E
6. Assist Airport Department on maintenance of facilities at GMIA and LJT Airports including preparing long range maintenance schedules, preparing estimates, preparing plans specifications for bidding, advising and assisting maintenance department on repair projects.	5%	E
7. Requests from Airport Administration on interpretation of FAA requirements, for special non-aviation related Projects on airport property	5%	E
8. To assume responsibility for directing the Airport Engineering staff when the Airport Engineer is absent	5%	E

KNOWLEDGES, SKILLS & ABILITIES: Indicate a corresponding knowledge, skill and/or ability required for each of the above indicated duties

1. Thorough knowledge of all FAA design criteria. Proficient in the use of AutoCAD equipment. Ability to convey directions through speech and writing.
2. Thorough knowledge of FAA standards for airport construction, construction procedures, quality control tests, and construction costs. Familiarity with airport safety and security regulations, and with two-way radio communication procedures.
3. Ability to interpret engineering reports, and to communicate opinions and directions both written and verbally.
4. Familiarity with all Airport facilities, Airport files, and Airport construction history. Skill in the use of electronic survey equipment, AutoCAD equipment, and computer equipment.
5. Familiarity with work performed by other County sections. Familiarity with Expedition and Microsoft Project software.
6. Knowledge of all Airport facilities. Familiarity with Airport facility files.
7. Ability to coordinate complex construction projects utilizing contract management skills

MINIMUM QUALIFICATIONS:

Education: Bachelor of Science degree in Civil, Environmental, or Structural Engineering

Experience: Level 1 - BS in Civil, Structural or Environmental Engineering.
Level 2 - 2 yrs. in Civil, Structural, Municipal or Environmental Engineering
Level 3 - 5 yrs. in Civil, Structural, Municipal or Environmental Engineering
Level 4 - 7 yrs. in Civil, Structural, Municipal or Environmental Engineering

Licensure/Certification/Registration: Wisconsin Drivers License (All Levels)
Level 1 - None
Level 2 - Engineer in Training Certification
Level 3 & 4 - Professional Engineering License in State of Wisconsin

Physical Requirements/Demands: Communication skills in report writing and oral presentation or equal. Ability to use computer to perform AutoCAD activities and other data analysis.

Work Environment: Varies from an office environment to airfield environment.

Incumbent's Signature: _____ **Date:** _____

Supervisor's Signature: _____ **Date:** _____

Department Head's Signature: _____ **Date:** _____

PD03

**MILWAUKEE COUNTY
DEPARTMENT OF ADMINISTRATIVE SERVICES
HUMAN RESOURCES**

POSITION DESCRIPTION

OFFICIAL TITLE OF POSITION: Managing Engineer - Mechanical

NAME OF PRESENT INCUMBENT: New position 2011

DEPARTMENT: Department of Transportation & Public Works

DIVISION: Architecture, Engineering & Environmental Services

REPORTS TO (Name & Title): Principal Architect

TITLE CODE: 000358?? **POSITION NUMBER:** **PAY RANGE:** 32A

TYPE OF POSITION : (Check One) FT (X) PT Hourly Seasonal

PURPOSE OF POSITION: Design and/or manage projects for new construction, expansion, improvement and maintenance of HVAC, refrigeration and plumbing systems at county facilities.

TITLE(S) OF POSITION(S) SUPERVISED: (must include disciplining and evaluating):

None

DUTIES: Describe in detail the work you do, listing most time consuming duties first, along with approximate percentages which should total 100%. Indicate "E" if duty is essential.

Description of Duties	% age of Time Spent on Duty	E=Essential Duty
1. Assist Principal Architect on maintenance and improvement of facilities county wide including preparing long range maintenance, schedules, preparing estimates, preparing plans specifications for bidding, advising and assisting maintenance departments on repair projects.	25%	E
2. Design of HVAC, Plumbing and Refrigeration improvement Projects including conducting predesign conferences with Facility users, preparing construction plans using computer-aided drafting, writing specifications, special provisions and contract documents, coordinating bidding process and conducting pre-bid meeting.	20%	E
3. Manage construction projects including conducting preconstruction conferences, coordinating work with various owner departments, and tenants, directing construction surveys, supervise construction inspectors, supervise quality control plans, prepare periodic cost estimates, prepare/negotiate change orders, conduct final inspections and prepare record drawings.	20%	E

4. Coordinate design and construction projects with consultants including setting up and serving on consultant selection committee, review consultant plans and reports, attend project meetings, supply information from County files, and prepare payment certificates to consultants.	20%	E
5. Assist Principal Architect in long range planning including preparing preliminary plans and estimates, exhibits for budget hearings, collect information and update facilities plans, and prepare long range maintenance plans.	10%	E
6. Coordinate with other AE&ES Division sections on work including reviewing plans and specifications prepared by other sections.	5%	E

KNOWLEDGES, SKILLS & ABILITIES: Indicate a corresponding knowledge, skill and/or ability required for each of the above indicated duties

1. Thorough knowledge of HVAC, plumbing and refrigeration design criteria.
2. Thorough knowledge of the National Codes and related industry standards for design, construction, construction procedures, quality control tests, and construction costs.
3. Ability to interpret engineering reports, and to communicate opinions and directions both written and verbally.
4. Professional experience with large building complex type facilities.
5. Proficient in the use of AutoCAD and Microsoft Project software.

MINIMUM QUALIFICATIONS:

Education: Bachelor of Science degree in Mechanical Engineering

Experience: Level 1 - BS in Mechanical Engineering.
 Level 2 - 2 yrs. in Mechanical Engineering
 Level 3 - 5 yrs. in Mechanical Engineering
 Level 4 - 7 yrs. in Mechanical Engineering

Licensure/Certification/Registration: Wisconsin Drivers License (All Levels)
 Level 1 - None
 Level 2 - Engineer in Training Certification
 Level 3 & 4 - Professional Engineering License in State of Wisconsin

Physical Requirements/Demands: Communication skills in report writing and oral presentation or equal. Ability to use computer to perform AutoCAD activities and other data analysis.

Work Environment: Varies from an office environment to construction site environment.

Incumbent's Signature: _____ **Date:** _____

Supervisor's Signature: _____ **Date:** _____

Department Head's Signature: _____ **Date:** _____

PD03

INTERIM POSITION DESCRIPTION

(Distribute four copies to: 2-(originals) to Dept. of Human Resources;
1-(copy) for Department; 1-(copy) to Employee.)

630-1 R4

CODE NO. _____
TITLE OF POSITION: _____
POS. NO. _____
PAY RANGE NO. _____ ORG. UNIT NO. _____

DATE APPROVED AND EFFECTIVE DATE: _____

1. OFFICIAL TITLE OF POSITION Engineer		DEPARTMENT OF HUMAN RESOURCE USE ONLY DO NOT WRITE ABOVE THIS LINE	
2. WORKING TITLE Civil Engineer		5. NAME OF PRESENT INCUMBENT	
3. PAY RANGE NO. PRESENT <u>32A</u> PROPOSED _____ HOURLY RATE (if no pay range) _____	4. TYPE OF POSITION FULL-TIME <input checked="" type="checkbox"/> PART-TIME <input type="checkbox"/> SEASONAL <input type="checkbox"/>	6. NORMAL WORKING HOURS FROM 8:00 A.M. TO 5:00 P.M.	
8. DEPARTMENT Public Works		9. DIVISION Architecture, Engineering and Environmental Services	10. SUBDIVISION Site Development

7. IS ASSIGNMENT TO ANY SHIFT REQUIRED? No

11. DUTIES SECTION. The purpose of this position is to: Provide civil, municipal, environmental and structural engineering planning and design services for various Public Works projects.

11a. DUTIES SECTION. Consequences of position removal are:

Work must be done by: Other personnel in higher classification, private consultant, or work is not done.

11b. DUTIES SECTION. Describe below in detail, the work YOU do. List regular duties first and then special or occasional duties. Show time by hours or percentages.

TIME (% of 8 Hr. Day and Freq)	DUTIES YOU PERFORM (If you require additional space, attach a separate sheet of paper, following the same format.)	REQUIRED KNOWLEDGE, SKILL, ABILITY TO PERFORM	*(E); (NE); (P); (M)
--------------------------------------	---	--	-------------------------------

SEE ATTACHED.

*Choose the appropriate choice(s): (E) Essential; (NE)-Non-Essential; (P)-Physical; (M)-Mental

12. Names and titles of employes you supervise. If more than five, list number and title. If you supervise no employes, write "none".

13. Name and title of your immediate supervisor Karl D. Stave, Resident Contract Manager - Site Development

14. Machines or equipment used regularly in your work. Indicate % of time spent in operating each:

Computers - CADD, Civil Engineer Software, spreadsheets, scheduling and word processing.	70%	Calculators	%
	%		%

15. If position involves shorthand, % of time spent in taking shorthand NA %

16. Nature and extent of the check or review of your work.

Finished product - plans and specs for contract award and construction. Final report review. Construction projects complete and correct.

17. Describe your contacts with other departments, outside organizations, and the general public. All County department, MMSD, SEWRPC, Wisconsin DNR, US Army Corp of Engineers, Public Utilities, Planning and Design Consultants, municipal engineering and planning department, Milwaukee County Board of Supervisors.

I certify that the above answers are my own and are accurate and complete.

DATE:

CERTIFICATION: EMPLOYE'S SIGNATURE

STATEMENT OF SUPERVISOR

18. Comment on statements of employe. Indicate any exceptions or additions.

None

19. What do you consider the most important duties of this position?

Providing design services, preparing complete bidding documents within engineer's cost estimate.

19a. Description of position worksite.

Courthouse Annex Offices

20. Names and titles of employes in department performing similar duties. If more than four, indicate number of persons under various titles.

Site Development Section - Jill Organ, Julie Bastin and Jeff Adam

21. Qualifications which you think should be required in filling a future vacancy in this position. Keep the position itself in mind rather than the qualifications of the individual who now occupies it.

	REQUIRED	DESIRABLE
Education (Check One)	College	
Education, special or professional	College in B.S. Civil, Environmental or Structural Engineering	M.S. in Civil, Environmental, or Structural Engineering.
Licenses, certificates, or registration	Wisconsin Drivers License (All Levels) Level 1 - None Level 2 - Engineer in Training Certification Level 3 & 4 - Professional Engineering License in State of Wisconsin	
Experience, kind and number of years	Level 1 - BS in Civil, Structural or Environmental Engineering. Level 2 - 2 yrs. in Civil, Structural, Municipal or Environmental Engineering Level 3 - 5 yrs. in Civil, Structural, Municipal or Environmental Engineering Level 4 - 7 yrs. in Civil, Structural, Municipal or Environmental Engineering	10 years of same.
Special knowledges, abilities, and skills	Ability to use computer equipment to perform CADD activities and other data analysis.	Ability to use word processing, spread sheet and specialized design software.
Physical requirements, or other factors	Communication skills in report writing and oral presentation or equal.	Ability to perform presentation for public boards, committees.

SUPERVISOR'S SIGNATURE:

TITLE: Resident Contracting Manager - Site Development

DATE:

STATEMENT OF DEPARTMENT HEAD

22. Comment on the above statements of employe and supervisor. Indicate any inaccuracies or statements with which you disagree. Do you agree with the qualifications suggested by the supervisor?

DEPARTMENT HEAD'S SIGNATURE:

TITLE:

DATE:

Official Title of Position: Engineer

55%	Prepare, supervise, and check the development of complete plans, drawings, specifications and cost estimates for the construction, alteration of maintenance of County facilities including roads, bridges, underground utilities, airports, transit, parking facilities and/or non-put source pollution abatement projects.	Knowledge of the theories, principles and practices of civil engineering; knowledge of design principles, procedures, planning and maintenance methods; ability to supervise, direct and develop engineering personnel; operating skills for various computer software programs including computer aided design.	E, M
5%	Inspect or supervise construction on projects presenting difficult or complex problems with the responsibility for layout, material testing, and all activities and communications to insure that the project is completed in accordance with plans and specifications.	Knowledge of construction principles, methods, practices, equipment, material and organization; familiarity with construction engineering methods, practices and techniques in the field of underground utilities; ability to maintain effective relationship with contractors; ability to supervise; skills in written and verbal communication; ability to access remote difficult to access sites.	E, M P
5%	Perform energy and environmental audits including noise level measurements, water and or storm water quality sampling, inspection of building materials, and other pertinent data collections.	Knowledge of environmental regulations and building materials; skills in written and verbal communication; ability to access remote difficult to access sites.	E, M P
5%	Participate in the bridge inspection program including structural inspection surveys, preparation of reports, and determination of safe load ratings and required repairs/replacement.	Knowledge of the theories, principles and practices of structural engineering; skills in written and verbal communication; ability to access remote difficult to access sites.	E, M P
10%	To undertake special studies, investigations and comprehensive reports in the field of civil, structural and environmental engineering.	Ability to analyze proposed programs in terms of engineering costs and difficulty; ability to develop and prepare comprehensive planning and engineering reports.	E, M P
5%	To organize and participate in project liaison activities with consultants, contractors, public officials, the general public, cooperating agencies and other public jurisdictions.	Ability to maintain effective relationships with engineers, contractors, public officials and other agencies; ability to communicate effectively and courteously with the public; skilled in verbal and written communication.	E, M
5%	To monitor applications of pertinent local, state and federal environmental regulations regarding storm water management.	Ability to analyze proposed programs in terms of impacts on County and implementation into project development; ability to communicate effectively and courteously with other agencies.	E, M
10%	Perform such other duties as may be assigned.	May involve any of the above.	E, M

CODE NO. _____
TITLE OF POSITION: _____
POS. NO. _____

PAY RANGE NO. _____ ORG. UNIT NO. _____

DATE APPROVED AND EFFECTIVE DATE: _____

INTERIM POSITION DESCRIPTION

(Distribute four copies to: 2-(originals) to Dept. of Human Resources;
1-(copy) for Department; 1-(copy) to Employee.)

M630-1 R1

1. OFFICIAL TITLE OF POSITION Engineering Technician		DEPARTMENT OF HUMAN RESOURCE USE ONLY DO NOT WRITE ABOVE THIS LINE	
2. WORKING TITLE Engineering Technician		5. NAME OF PRESENT INCUMBENT	
3. PAY RANGE NO. PRESENT <u>21A-25A</u> PROPOSED _____ HOURLY RATE (if no pay range) _____	4. TYPE OF POSITION FULL-TIME <input checked="" type="checkbox"/> PART-TIME <input type="checkbox"/> SEASONAL <input type="checkbox"/>	6. NORMAL WORKING HOURS FROM 8:00 A.M TO 5:00 P.M.	
8. DEPARTMENT Public Works		9. DIVISION Architecture, Engineering and Environmental Services	10. SUBDIVISION Site Development

DEPARTMENT OF HUMAN RESOURCE USE ONLY
DO NOT WRITE ABOVE THIS LINE

5. NAME OF PRESENT INCUMBENT

6. NORMAL WORKING HOURS

FROM 8:00 A.M TO 5:00 P.M.

7. IS ASSIGNMENT TO ANY SHIFT REQUIRED? First

11. DUTIES SECTION. The purpose of this position is to:
Assist Engineering Staff in various types of data collection, manipulation and presentation for use in creating reports, plats of survey and engineering design drawings. Also manage drawing and correspondence filing and perform file research.

11a. DUTIES SECTION. Consequences of position removal are:
Delays in obtaining data; requires design engineers to perform technician work; increased overtime compensation; force use of consultant at increased project fees; lack of organization and security of engineering drawing and correspondence files.

11b. DUTIES SECTION. Describe below in detail, the work YOU do. List regular duties first and then special or occasional duties. Show time by hours or percentages.

TIME (% of 8 Hr. Day and Freq)	DUTIES YOU PERFORM (If you require additional space, attach a separate sheet of paper, following the same format.)	REQUIRED KNOWLEDGE, SKILL, ABILITY TO PERFORM	*(E); (NE); (P); (M)
80%	Under specific supervision: Prepare CADD drawings from field survey and engineering data for use in grading, utility, roadway and other construction projects and property descriptions. Research of engineering and architectural files to provide plans and other information to County Departments, other governing bodies, consultants and general public.	ability to obtain knowledge of principles and practices of engineering; ability to detail & prepare public works construction drawings; ability to obtain working knowledge of surveying techniques & procedures; ability to obtain working knowledge of CADD applications, mechanical drafting ; ability to work effectively & harmoniously with others; Ability to lift & carry survey equipment weighing up to 50 lbs.	EM EP
10%	File engineering and architectural plans and specifications.	Same as above.	
10%	Serve on survey crew, when assigned, to collect field data for various projects.	Same as above.	

*Choose the appropriate choice(s): (E)-Essential; (NE)-Non-Essential; (P)-Physical; (M)-Mental

12. Names and titles of employes you supervise. If more than five, list number and title. If you supervise no employes, write "none".
Occasionally supervise Engineering Interns and other Engineering Technicians

13. Name and title of your immediate supervisor Karl D. Stave, Resident Contracting Officer

14. Machines or equipment used regularly in your work. Indicate % of time spent in operating each:

Computer	65%		%
	%		%

15. If position involves shorthand, % of time spent in taking shorthand N/A %

16. Nature and extent of the check or review of your work.

Engineer or/and resident contract manager check drawings. Work independently under general direction when doing research and filing of plans. Engineering Technician V checks work while on survey crew.

17. Describe your contacts with other departments, outside organizations, and the general public.

Receive requests for information from County Departments, municipal governments, utilities, consultants and general public.

I certify that the above answers are my own and are accurate and complete.

CERTIFICATION: EMPLOYEE'S SIGNATURE

Date:

STATEMENT OF SUPERVISOR

18. Comment on statements of employe. Indicate any exceptions or additions.
Approved as submitted.

19. What do you consider the most important duties of this position?

Preparation of accurate base maps for engineering design; thorough investigative work with files.

19a. Description of position worksite.

Report to A & E office each day; work at CADD workstation; work extensively with drawing flat files, file index system and correspondence files; occasionally work with one of survey crews, reporting to CAMD each day, visit various construction sites.

20. Names and titles of employes in department performing similar duties. If more than four, indicate number of persons under various titles.

Site Development Section: Bill Clausung

21. Qualifications which you think should be required in filling a future vacancy in this position. Keep the position itself in mind rather than the qualifications of the individual who now occupies it.

	REQUIRED	DESIRABLE
Education (Check One)	High School	Degree: College
Education, special or professional	Level 1 - Ability to be trained in AutoCad, word processing & spreadsheets Level 2 - Completion of training in AutoCad, word processing & spreadsheets Level 3 - Completion of advanced AutoCad training, introductory construction field inspection & construction management Level 4 - Advanced training in construction inspection & project management	Technical School Degree
Licenses, certificates, or registration	Valid Wisconsin Driver's License	None
Experience, kind and number of years	Level 1 - Demonstrated competent performance in previous assignments/DPW Level 2 - Min 5 yrs as Eng Tech 1, competent performance in prev assign/DPW Level 3 - Min 6 yrs as Tech 1, &/or 2, competent perform in prev assign/DPW Level 4 - Min 10 yrs as Tech 1, 2 &/or 3, competent perform in prev assign/DPW	Note: not as desirable, but as a substitute the following apply. Level 2 - College or University course work on a yr for yr basis (max 2 yr) Level 3 & 4 - College or University course work on a yr for yr basis (max 2 yr); An Associate degree in Eng Tech may sub for 2 yrs; at Level 4, a min of 5 yrs Milwaukee County experience preferred.
Special knowledges, abilities, and skills	Ability to make accurate and neat drawings in AutoCAD; general knowledge of basic surveying practices, and inspection	Working knowledge of general construction practices.
Physical requirements, or other factors	Communication skills	Good health

SUPERVISOR'S SIGNATURE:

TITLE: Resident Contracting Manager, Site Development

Date:

STATEMENT OF DEPARTMENT HEAD

22. Comment on the above statements of employe and supervisor. Indicate any inaccuracies or statements with which you disagree. Do you agree with the qualifications suggested by the supervisor?

DEPARTMENT HEAD'S SIGNATURE:

TITLE:

DATE:

COUNTY OF MILWAUKEE
DAS – Division of Human Resources
 INTER-OFFICE COMMUNICATION

DATE : January 19, 2011

TO : Committee on Personnel

Candace M. Richards

FROM : Candace Richards, Interim Director of Human Resources

SUBJECT : **Creation Recommended by Finance Committee**

A review of the duties to be assigned to the new positions requested by the Department of Transportation and Public Works has resulted in the following recommendations:

Org. Unit	Title Code	No. of Positions	Recommended Title	Pay Range	Min/Max of Pay Range
5080	TBD	1	Managing Engineer Field Operations (Airport)	32A	\$45,150 - \$80,214
5080	TBD	1	Managing Engineer Mechanical	32A	\$45,150 - \$80,214
5080	35750	1	Engineer	32A	\$45,150 - \$80,214
5080	35710	1	Engineering Technician	24A	\$34,501 - \$60,886

-COUNTY OF MILWAUKEE-
INTEROFFICE COMMUNICATION

DATE : January 12, 2011

TO : Supervisor Michael Mayo, Interim Chairman, Board of Supervisors

FROM : John Ruggini, Fiscal & Budget Administrator, DAS-Fiscal

SUBJECT : Request to create 1.0 FTE Fiscal Assistant II (TC 04041, PR 04P) in the Department of Family Care.

REQUEST

The Department of Family Care is requesting the creation of 1.0 FTE Fiscal Assistant II (TC 04041, PR 04P) effective February 21, 2011.

BACKGROUND/ANALYSIS

As part of the 2011 Budget, the Department of Family Care requested the creation of 1.0 FTE Fiscal Assistant II. However, this position was inadvertently funded but not created in the 2011 Adopted Budget, giving the department funding for the position without position authority.

This position will function as Representative Payee for members of the Department of Family Care who are unable to manage their personal finances independently. The primary responsibilities of this position include: paying bills for members who are unable to do this themselves; examining fiscal documents for payments; maintaining spreadsheets to include all payments received and how they are spent or saved; reviewing correspondence relating to the receipt and disbursements of funds; preparing written reports accounting for the use of funds; processing fiscal documents by assuming accuracy of data, resolving discrepancies, and preparing for payment; and submitting documentation to maintain or apply for Medicaid eligibility on an annual basis. Currently, this function is performed through a contract with agencies that provide Representative Payee services.

RECOMMENDATION

To provide the department position authority, the Department of Administrative Services, Fiscal Affairs recommends that the request to create 1.0 FTE Fiscal Assistant II, effective February 21, 2010, be approved.

FISCAL NOTE

Approval of the request to create 1.0 FTE Fiscal Assistant II (TC 04041, PR 04P) effective February 21, 2010, will result in no fiscal impact to the County, as the cost of this position was included in the 2011 Adopted Budget.

Prepared by:
Antionette Thomas-Bailey
278-4250



John Ruggini
Fiscal and Budget Administrator

pc: Lee Holloway, County Executive
Candace Richards, Director of Human Resources
Terrence Cooley, Chief of Staff, County Board
Jennifer Collins, County Board Fiscal and Budget Analyst
Rick Ceschin, County Board Fiscal and Budget Analyst
Geri Lyday, Director, Department of Health and Human Services
Renee Booker, Director, Department of Administrative Services

1 From the Committee on, Reporting on:

2

3

File No.

4

5 (ITEM NO.) A resolution requesting the creation of 1.0 FTE Fiscal Assistant II (TC
6 04041, PR 04P) in the Department of Family Care effective February 21, 2011:

7

8

A RESOLUTION

9

10 WHEREAS, as part of the 2011 Budget, the Department of Family Care
11 requested the creation of 1.0 FTE Fiscal Assistant II. However, when the budget was
12 adopted there was an oversight and the position was funded and not created, giving the
13 department funding for the position without position authority; and

14

15 WHEREAS, the Department of Family Care requests the creation of 1.0 FTE
16 Fiscal Assistant II (TC 04041, PR 04P); and

17

18 WHEREAS, the primary responsibilities of the Fiscal Assistant II would include:
19 paying bills for members who are unable to do this themselves; examining fiscal
20 documents for payments; maintaining spreadsheets to include all payments received
21 and how they are spent or saved; reviewing correspondence relating to the receipt and
22 disbursements of funds; preparing written reports accounting for the use of funds;
23 processing fiscal documents by assuming accuracy of data, resolving discrepancies,
24 and preparing for payment; and submitting documentation to maintain or apply for
25 Medicaid eligibility on an annual basis; and

26

27 WHEREAS, the requested position action is necessary to give the department
28 position authority; and

29

30 WHEREAS, the Department of Administrative Services, Fiscal Affairs
31 recommends that the following request effective February 21, 2011, be approved:
32 create 1.0 FTE Fiscal Assistant II (Title Code 04041, PR 04P); and

33

34 BE IT RESOLVED, that the following position action is approved, for the
35 Department of Family Care effective February 21, 2011

36

37 <u>Action</u>	<u>Title</u>	<u>No. of Positions</u>	<u>Pay Range</u>
38 Create	Fiscal Assistant II	1.0	04P

MILWAUKEE COUNTY FISCAL NOTE FORM

DATE: 1/13/10

Original Fiscal Note

Substitute Fiscal Note

SUBJECT: Request to create 1.0 FTE Fiscal Assistant II (PR 04P)

FISCAL EFFECT:

- | | |
|--|--|
| <input checked="" 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 type="checkbox"/> Increase Operating Expenditures
(If checked, check one of two boxes below) | <input type="checkbox"/> Increase Capital Revenues |
| <input 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	0	0
	Revenue	0	0
	Net Cost	0	0
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.¹ 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 or interpretations that were utilized to provide the information on this form.

A. Approval of the creation of 1.0 FTE Fiscal Assistant II for the Department of Family Care would give the department position authority for this position.

B. The 2011 net estimated fiscal effect of the creation of one Fiscal Assistant II is \$43,124. This cost reflects salary at step five of pay range 04P, social security, active health (\$15,984), active pension (22.43%), and a start date of May 2, 2011.

In 2012, the total annual cost of this position would be \$60,082. There will be no budgetary impact in 2012 as the position will be included in the Department's budget.

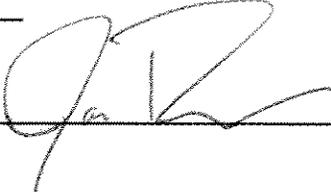
C. There would be no budgetary impact associated with the approval of this request because the funding for this position is included in the 2011 Adopted Budget.

D. The following fiscal note is based on the following assumptions: Salary at step five in pay range 04P (\$16.2364 per hour), social security @ 7.65%, active health (\$15,984), active pension (22.43%), and a start date of May 2, 2011.

¹ 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.

7. 2-

Department/Prepared By Antionette Thomas-Bailey

Authorized Signature 

Did DAS-Fiscal Staff Review? Yes No

COUNTY OF MILWAUKEE
DAS – Division of Human Resources
INTER-OFFICE COMMUNICATION

DATE : January 19, 2011

TO : Committee on Personnel

Candace H. Richards

FROM : Candace Richards, Interim Director of Human Resources

SUBJECT : **Creation Recommended by Finance Committee**

A review of the duties to be assigned to the new position requested by the Department of Aging has resulted in the following recommendation:

Org. Unit	Title Code	No. of Positions	Recommended Title	Pay Range	Min/Max of Pay Range
7990	04041	1	Fiscal Assistant 2	4P	\$29,511 - \$ 37,949

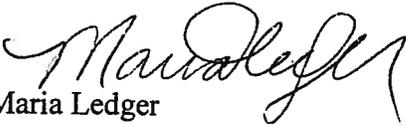
County Of Milwaukee
Department of Family Care
Inter-Office Communication

Date: January 13, 2011
To: Michael Mayo, Chairman, Milwaukee County Board of Supervisors
From: Maria Ledger, Interim Executive Director, Department of Family Care
Subject: Position Authority for Fiscal Assistant II Position

The Department of Family Care is requesting position authority for a Fiscal Assistant II position, Class Code 00004041, Pay Range 04P in Org. unit 7993. During the 2011 budget process the Fiscal Assistant II position was funded but not created so the Department has the funding but not the position authority. The Department requires the authority to create the position for Fiscal Assistant II to serve as Representative Payee for Milwaukee County Department of Family Care members who are unable to manage their personal finances independently.

Thank you for consideration of this request.

Respectfully Submitted,


Maria Ledger
Interim Executive Director, Department of Family Care

cc Carol Mueller
Jodi Mapp