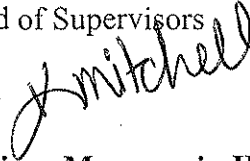


COUNTY OF MILWAUKEE
DEPARTMENT OF HUMAN RESOURCES
INTER-OFFICE COMMUNICATION

DATE : February 25, 2013

TO : Chairwoman Marina Dimitrijevic, County Board of Supervisors

FROM : Kerry J. Mitchell, Director of Human Resources



SUBJECT: **Double Fill of a Position – Employment Relations Manager in Human Resources**

REQUEST

The Department of Human Resources (DHR) requests authorization to double fill the position of Employment Relations Manager (title code 76520) within the Department for a period not to exceed six weeks.

ISSUE

The incumbent Employment Relations Manager has indicated her intention to retire from Milwaukee County service on or about June 29, 2013. The incumbent serves as a senior member of the DHR leadership team and, in her role as Employment Relations Manager, she performs critical Human Resources functions such as managing employee relations, investigating workplace issues, developing and implementing training programs, development of employee relations materials, serving as an employee contact on a wide variety of issues, and managing diversity for Milwaukee County.

In order to preserve and continue employee-related activities, training and support, the Department requests authority to hire a replacement with sufficient overlapping time for the new employee to learn the incumbent's various roles and responsibilities. A double fill of up to six weeks, at the minimum compensation for the corresponding pay grade of 915E, results in a maximum salary expenditure of approximately \$7,010, which will be absorbed within DHR's 2013 budget allocation.

RECOMMENDATION

It is recommended that the request for double fill the position of Employment Relations Manager, be approved.

KJM:jam

Cc: County Executive Chris Abele
Amber Moreen, Chief of Staff, County Executive's Office
Kelly Bablitch, Chief of Staff, County Board
Steve Cady, Fiscal & Budget Analyst, County Board
Carol Mueller, Chief Committee Clerk

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(ITEM NO.) From the Director, Department of Human Resources, requesting authorization to double fill the position of Employment Relations Manager (title code 76520, Pay Range 915E) for up to six weeks, by recommending adoption of the following:

A RESOLUTION

WHEREAS, Section 17.14 (1) of the Milwaukee County Code of Ordinances provides that a department head may request approval from the County Board to actively employ more than one employee in a full-time authorized position for a specified period of time; and

WHEREAS, the incumbent Employment Relations Manager, has informed the Director, Department of Human Resources, of her intention to retire from Milwaukee County service on June 29, 2013; and

WHEREAS, the Employment Relations Manager is a senior level position within Human Resources and manages critical functions such as, employee relations, investigating workplace issues, managing diversity at Milwaukee County, and employee training programs; and

WHEREAS, it is estimated that double filling this position up to six weeks will cost approximately \$7,010 in salary, although the cost will be absorbed within DHR's 2013 budget allocation; now, therefore,

BE IT RESOLVED, that the Milwaukee County Board of Supervisors does hereby authorize the Director, Department of Human Resources to double fill the position of Employment Relations Manager for up to six weeks in 2013, pursuant to Section 17.14 (1) of the Milwaukee County Code of General Ordinances.

MILWAUKEE COUNTY FISCAL NOTE FORM

DATE: February 25, 2013

Original Fiscal Note

Substitute Fiscal Note

SUBJECT: A Resolution authorizing the double-filling of the position of Employment Relations Manager within the Department of Human Resources.

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 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	\$7,010	0
	Revenue	0	0
	Net Cost	\$7,010	0
Capital Improvement Budget	Expenditure	\$0	\$0
	Revenue	\$0	\$0
	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. This resolution authorizes the Director, Department of Human Resources, to hire a successor to the position of Employment Relations Manager, for up to six weeks, while the incumbent still serves in the position.
- B. Salary costs associated with double-filling this position for up to six weeks will be approximately \$7,010.
- C. The associated salary costs will be absorbed within the Department of Human Resources 2013 budget allocation.
- D. Assumes salary only expenditures, and assumes successor is hired at minimum of pay range 915E, and overlap period of six weeks.

Department/Prepared By DHR/Ceschin _____

Authorized Signature



Did DAS-Fiscal Staff Review? Yes No

Did CBDP Review?² Yes No Not Required

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.

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