

**COUNTY OF MILWAUKEE**  
**District Attorney's Office**  
 Inter-Office Communication

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Date: November 2, 2022

To: Marcelia Nicholson, Chairwoman, Milwaukee County Board of Supervisors

From: John Chisholm, District Attorney, District Attorney's Office

Subject: From the District Attorney, requesting approval to abolish 1.0 FTE Accountant 4 position, pay grade 28M and create 1.0 Accountant 3 position, pay grade 25M

File Type: Action Report

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**REQUEST**

A report from the District Attorney, requesting approval to abolish 1.0 FTE Accountant 4 position at pay grade 28M and to create 1.0 Accountant 3 position at pay grade 25M.

**POLICY**

The maximum number of positions and/or the maximum number of employee hours in a given classification are approved as part of the annual adopted budget. Changes to the authorized number of positions outside of the budget process require approval by the Milwaukee County Board of Supervisors.

Wisconsin State Statutes:	Wis. Stats 59.17
Milwaukee County Code of General Ordinances:	MCGO 17.05(1)
Specific Adopted Budget:	2022 Adopted Budget

**BACKGROUND**

The 2022 Adopted Budget authorizes four (4) fiscal positions in the District Attorney's Office: a Financial Manager; an Accountant 4 (pay grade 28M); an Accountant 3 (pay grade 25 M); and a Fiscal Assistant 2 (pay grade 04Z1). The Accountant 4 is responsible for the fiscal administration of the district attorney's federal and state grant programs, supervises and oversees accounting, payroll, and purchasing functions, and has a supervisory function over the Accountant 3 and a Fiscal Assistant 2 positons. The Accountant 3 assists in the fiscal administration of the district attorney's grant programs and performs accounting, payroll, and purchasing functions, but has no supervisory role.

The Accountant 4 position is currently vacant; it has been vacant since July 18, 2022.

Due in part to the Accountant 4 vacancy, the Financial Manager has assumed direct responsibility for the fiscal administration of the district attorney's federal and state grant programs; she administers all fiscal components of the grants, including fiscal reporting. The Financial Manager now also directly supervises the Accountant 3 and the Fiscal Assistant 2. These changes have obviated the Department's need for the Accountant 4's higher level of fiscal administration and the position's supervisory role.

Creation of a new Accountant 3 position will accurately align the position with the responsibilities and the duties it is assigned and will better address the needs of the Department.

**Position action requested:**

<b>Action</b>	<b>Title</b>	<b>Hourly Rate</b>	<b>Annual Salary</b>
Abolish	Accountant 4	\$30.34 – \$35.24	\$63,107.20 – \$73,299.20
Create	Accountant 3	\$27.03 – \$30.74	\$56,222.40 – \$63,939.20

**FISCAL EFFECT**

A fiscal note is attached.

**ALIGNMENT TO STRATEGIC PLAN**

Adequate staffing, at the appropriate level, is essential to ensure that we can continue determining what, where, and how we deliver services to advance health equity. To that end, this request aligns with Provision 2a of the County's strategic plan.

**TERMS**

The requested position action would be effective upon approval by the Milwaukee County Board of Supervisors.

**VIRTUAL MEETING INVITES**

- John Chisholm, District Attorney ([john.chisholm@da.wi.gov](mailto:john.chisholm@da.wi.gov))
- Karen Loebel, Deputy District Attorney ([karen.loebel@da.wi.gov](mailto:karen.loebel@da.wi.gov))
- Anna Thomas, Financial Manager ([anna.thomas@da.wi.gov](mailto:anna.thomas@da.wi.gov))
- Bruce Landgraf, Deputy District Attorney ([bruce.landgraf@da.wi.gov](mailto:bruce.landgraf@da.wi.gov))

**PREPARED BY:**

Karen Loebel, Deputy District Attorney

**APPROVED BY:**

John Chisholm, Milwaukee County District Attorney

**ATTACHMENTS:**

Department Resolution  
Department Fiscal Note  
Human Resources Report  
DAS-Strategy, Budget & Performance Report

  
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John Chisholm

cc: Kelly Bablitch, Chief of Staff, Milwaukee County Board of Supervisors  
Janelle M. Jensen, Legislative Services Division Manager, Office of the County Clerk