

COUNTY OF MILWAUKEE
Inter-Office Communication

23-1049

Date: December 11, 2023

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

From: Daniel R, Hughes, Chief Deputy, Milwaukee County Sheriff's Office

Subject: MCSO requests to create 1.0 FTE Administrative Assistant position (Pay Grade 17) in 4038 Criminal Justice Facility using funds from vacant Clerical Assistant II Hourly positions (Pay grade 5P).

File Type: Action Report

REQUEST

MCSO requests to create a 1.0 FTE Administrative Assistant position (Pay Grade 06P) in 4038 Criminal Justice Facility (CJF) using funds from vacant Clerical Assistant II hourly positions in 4038 Criminal Justice Facility (CJF).

POLICY

The maximum number of positions and/or the maximum number of employee hours in each 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.

The operation of the Jail falls under Wisconsin Administrative Code Chapter DOC 350.

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

BACKGROUND

The Criminal Justice Facility is a 24 hour a day, 7 day a week operation and oversight are required across all three shifts. Currently, the Jail Director, Assistant Jail Commander, Captains, and Special Projects Officer complete administrative tasks that take away from their assigned tasks and workload. The creation of this position will provide administrative support and work as an assistant to the Jail Director that would manage the director's schedule, review and prepare high quality correspondence, organize, file, manage projects, prioritize emails/phone calls, & other administrative duties. The main objective is high level administrative support to ensure efficient operations, attention to detail, meet time sensitive deadlines & overall improved productivity of the Division.

FISCAL EFFECT

The Milwaukee County Sheriff's Office (MCSO) requests the creation of a 1.0 FTE Administrative Assistant (Pay Grade 17) using funds from the vacant Clerical Assistant Hourly position in 4038 Criminal Justice Facility (CJF).

The Clerical Assistant II Hourly is budgeted at \$247,399 (Salary \$229,818 + Social security \$17,581) for 2024. The anticipated compensation level for hiring is \$54,500 (at the requested new Pay Grade 17), resulting in a reduction in the pool of funds of \$192,899 from the Clerical Assistant II hourly positions. However, the requested new Administrative Assistant (Pay Grade 17) is anticipated be filled after February 4, 2024.

POSITION INFORMATION

Action	Title	FTE	Pay Grade	Salary
Pool of Funds	Clerical Assistant II Hourly	N/A	05P	\$50,627
Create	Administrative Assistant	1.0	17	\$50,627

ALIGNMENT TO STRATEGIC PLAN

The request to create a new position in the MCSO aligns with the county's strategic plan to ensure that we can continue in determining what, where, and how we deliver services to advance health equity.

VIRTUAL/HYBRID MEETING INVITES

Daniel R. Hughes, Chief Deputy
 Joshua M. Briggs, Director
 Patricia A. Carravetta, Fiscal Administrator

PREPARED BY:

Renny More, Public Safety Fiscal Analyst

APPROVED BY:

Daniel R. Hughes, Chief Deputy

ATTACHMENTS:

None

Daniel Hughes

 Daniel R. Hughes, Chief Deputy

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