

COUNTY OF MILWAUKEE
Inter-Office Communication

Date: May 3, 2024
To: Marcelia Nicholson, Chairperson, Milwaukee County Board of Supervisors
From: Anna Hodges, Clerk of Circuit Court *Anna Hodges*
Subject: Agency 200 – Combined Court Related Operations requests to create 10.0 FTE Clerical Specialist, Pay Grade NR14.
File Type: Action Report

REQUEST

The Clerk of Circuit Court requests approval to create 10.0 FTE Clerical Specialist, pay grade NR14, effective June 23rd, 2024.

POLICY

The maximum number of positions and/or the minimum number of employee hours in a given classification shall be noted by the department in the annually adopted budget. An increase or decrease in the authorized number of positions or employee hours in a given classification can be effectuated after adopted of the annual budget only upon passage of a resolution by the county board.

Wisconsin State Statutes:	Wis Stats 59.17
Milwaukee County Code of General Ordinances:	MCGO 17.28
Specific Adopted Budget:	2024 Adopted Budget

BACKGROUND

The 2024 Adopted Budget includes 72.0 FTE Clerical Specialist positions. Currently, Agency 200 – Combined Court Related Operations has a zero percent vacancy rate for Clerical Specialist positions. These Clerical Specialist positions are located throughout Combined Courts and are a critical part of the day-to-day operations. The Clerical Specialist position performs tactical level administrative duties including preparation and creation of CCAP files, generating and processing documents, judgement creation, scheduling court dates, creating and clearing warrants, verifying accuracy of data, maintaining the Court substitution line and records, coordinating daily court calendars and hearings to ensure that all parties are present virtually or in-person.

Under the guidance of the newly elected Clerk of Circuit Courts, Combined Court Related Operations operated under a lean model in 2023, whereas the department had more headcount. The department intentionally held several positions vacant as processes were streamlined for more optimal efficiency. It was important for the new

administration to assess the current staff, as well as provide training on processes and procedures accordingly. In doing so, Combined Court Related Operations implemented strategies to operate more efficiently. As of today, the department's operations are streamlined. The department is still challenged with the volume of criminal case backlogs, as well as the restructuring of the Civil division to address the increased resources needed in the small claims area. As such, additional staffing is needed to ensure we continue to meet the increased demand and deliver high quality service to the public.

ALIGNMENT TO STRATEGIC PLAN

Describe how the item aligns to the objectives in the strategic plan:

- 2A: Determine what, where, and how we deliver services to advance health equity
- 2B: Break down silos across County government to maximize access to and quality of services offered
- 2C: Apply a racial equity lens to all decisions
- 3A: Invest "upstream" to address root causes of health disparities

FISCAL EFFECT

The anticipated start date for the 10.0 FTE Clerical Specialist positions is June 23rd, 2024 (beginning of pay period thirteen). The current year cost is anticipated to be \$242,669, while the anticipated 2025 cost will be \$450,670. These projections include both salary and social security costs to the County.

POSITION INFORMATION

<u>Action</u>	<u>FTE</u>	<u>Title</u>	<u>Pay Range</u>	<u>Annual Hourly Range</u>
Create	10.0	Clerical Specialist	NR14	\$16.37 to \$24.55

VIRTUAL/HYBRID MEETING INVITES

Anna Hodges
Mary Ferwerda
Samotria Matthews
Kellee Wilbourn

PREPARED BY:

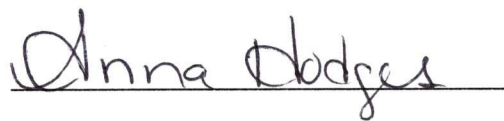
Anna Hodges
Clerk of Circuit Court

APPROVED BY:

Anna Hodges
Clerk of Circuit Court

ATTACHMENTS:

N/A



[Insert Department Head name here, signature above]

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