

**COUNTY OF MILWAUKEE**  
INTEROFFICE COMMUNICATION

DATE : June 29, 2020

TO : Supervisor Marcelia Nicholson, Chair, County Board

FROM : Julie Landry, Director, Department of Administrative Services (DAS)

SUBJECT : Request to Create 5.0 FTE in the new DAS – Grants Management section

**Request:** DAS requests to create 5.0 FTE in the DAS – Grants Management section.

**Background/Position Duties:**


Due to the covid-19 pandemic, the County is eligible for a large amount of state and federal grants to offset increased expenditures and decreased revenues. A new Grants Management unit will contain 5.0 FTE that are responsible for identifying grants, applying for grants, and managing the entire grant reporting process. The Director Grants & Special Projects position will report to the DAS Director. The other four requested positions provide general support and report to the Director Grants & Special Projects.

**Fiscal Effect:**

The estimated fiscal effect for the remainder of 2020 is \$99,178. The estimated annual fiscal effect is \$474,307. It is anticipated that these positions will bring in grant revenue well in excess of their direct costs, both during and after the covid-19 pandemic. There is sufficient funding in the DAS Agency 115 personnel budget to fund these positions for the remainder of the year. If needed, DAS will submit a fund transfer from contingency for the County Board to review later in the year.

<u>Title To Be Created</u>	<u>Pay Range</u>	<u>Salary Range</u>
Director Grants & Special Projects	902E	(\$85,466-\$126,630)
Manager Grants	37M	(\$86,844-\$103,283)
Sr Analyst Grants	33JM	(\$63,690-\$86,844)
Manager Special Projects	37M	(\$86,844-\$103,283)
Sr Analyst Special Projects	33JM	(\$63,690-\$86,844)

**Recommendation:** DAS recommends that 5.0 FTE positions be created in a new DAS – Grants Management unit.

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