COUNTY OF MILWAUKEE INTEROFFICE COMMUNICATION

DATE: June 29, 2012

TO: Marina Dimitrijevic, County Board Chairwoman

FROM: John Barrett, Clerk of Circuit Court

SUBJECT: Request for Dual Fill of a Fiscal Assistant 1, Civil Division Cashier

Background

Chapter 17.14 of the General Ordinances of Milwaukee County states the following that "Only one (1) full-time employee may occupy an authorized full-time position on an active basis. When the need arises, a department head or appointing authority may request approval from the county board to actively employ more than one (1) active full-time employee in a full-time authorized position for a specified period of time. Such requests shall be considered by the committee on personnel after receipt of a report from the director of human resources."

Rationale for the Request to Double Fill

The Clerk of Circuit Court respectfully requests permission for a Dual Fill of a Fiscal Assistant 1 position (Job Code 4040; Position #5).

The current incumbent to this position has presented to the Clerk of Circuit Court Human Resources Manager a doctor-signed medical restriction document that prevents the individual from ever being able to perform the duties of the position again. This individual was placed with the Clerk of Circuit Court on April 29, 2012 pursuant to the MECA/MILES settlement and has not been to work since May 31, 2012. The individual has been referred to the Milwaukee County Job Placement Coordinator in Milwaukee County's Office for Persons with Disabilities in hopes that placement into a position within the County that meets her medical restrictions can be made. Until such time that placement of the individual can be made, the Clerk of Circuit Court desires to Dual Fill the position.

Court staff wish to have the position dual filled so that another cashier is available to accept civil court filings and fees in an area that is high volume.

Please advise if you have any questions or concerns regarding this request.

Prepared by: Brenda Ottesen, Human Resources Manager (Courts)

Approved by:

John Barrett

Clerk of Circuit Court

cc: Willie Johnson, Jr. Personnel Committee Co-Chair
David Cullen, Personnel Committee Co-Chair
Patrick Farley, Director, Department of Administrative Services
Josh Fudge, Mgt Analyst, Admin & Fiscal Affairs Division/DAS
Kerry Mitchell, Director, Human Resources
James Smith, Chief Deputy Clerk of Court

 File No. Journal

(Item) From the Clerk of Circuit Court, requesting authorization for the Clerk of Circuit Court to double-fill one Fiscal Assistant 1 position until such time as the incumbent is fully registered with the Office for Persons with Disabilities and/or until a regular appointment can be made to fill the vacancy, by adoption of the following:

RESOLUTION

WHEREAS, due to a physician-certified medical restriction preventing the incumbent from ever being able to perform the duties of the position again; and

WHEREAS, the incumbent has not been to work since May 31, 2011; and

WHEREAS, the individual has been referred to the Milwaukee County Job Placement Coordinator in Milwaukee County's Office for Persons with Disabilities in hopes that placement into a position within the County that meets her medical restrictions can be made; and

WHEREAS, Clerk of Court Staff need to have the position dual filled for the smooth and timely operation of the civil courts; and

WHEREAS, Chapter 17.14 of the General Ordinances of Milwaukee County states the following that "Only one (1) full-time employee may occupy an authorized full-time position on an active basis. When the need arises, a department head or appointing authority may request approval from the county board to actively employ more than one (1) active full-time employee in a full-time authorized position for a specified period of time. Such requests shall be considered by the committee on personnel after receipt of a report from the director of human resources."

; now, therefore,

BE IT RESOLVED, the Clerk of Circuit Court is hereby authorized to double-fill one Fiscal Assistant 1 position until such time as the incumbent is fully registered with the Office for Persons with Disabilities and/or until a regular appointment can be made to fill the vacancy.

MILWAUKEE COUNTY FISCAL NOTE FORM

DAT	E:	6/28/2012	Original Fiscal Note			
			Subst	itute Fiscal Note		
SUE	BJECT	Request for Dual Fill of a Fiscal Assistant	1, Civil	Division Cashier		
FISC	CAL E	FFECT:				
	No E	Pirect County Fiscal Impact		Increase Capital Exp	enditures	
		Existing Staff Time Required		Decrease Capital Ex	penditures	
\boxtimes		ease Operating Expenditures ecked, check one of two boxes below)		Increase Capital Revenues		
	\boxtimes	Absorbed Within Agency's Budget		Decrease Capital Re	venues	
		Not Absorbed Within Agency's Budget				
	Decr	ease Operating Expenditures		Use of contingent fur	nds	
	Incre	ase Operating Revenues				
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		elow the dollar change from budget for any			d to result in	

	Expenditure or Revenue Category	Current Year	Subsequent Year
One and in a Durdenst	Europalituro	15 000	

 Operating Budget
 Expenditure
 15,900

 Revenue
 Net Cost
 15,900

 Capital Improvement Budget
 Expenditure

 Revenue
 Net Cost

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.

The current employee in the position was placed with the Clerk of Circuit Court on 4/29/12 as per the MECA/MILES settlement agreement. The same employee last worked on 5/31/12 and is now considered permanently disabled and unable to perform the required tasks. The department is requesting that they be held harmless from a budget perspective for both the current and replacement employee because the initial placement was due to the MECA/MILES settlement agreement.

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.

\$15,900 as per DAS approval form

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.

The department has enough of a projected budgetary surplus for wages as a result of turnover to be able to absorb the increased expenditures within the 2012 budget.

D. Describe any assumptions or interpretations that were utilized to provide the information on this form.

No assumptions or interpretations were utilized.

Department/Prepared By	David P. Eh	linger, CPA, Fi	scal Operations Administrator Courts
Authorized Signature	Jan 1	Burn	
Did DAS-Fiscal Staff Review	<i>!</i> ?	Yes	No

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.

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Enter Budget Fiscal Ye	ar Below						*** / /********	*
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Clerk of Circuit Cou	п		2843	6/26/2012	Number			
Position Action								<u> </u>
	Cert Request	x	Reclassification	Temp Appoint	Abolish/Create	TAHC	TAHC form sh	ould be attached
	Cert Request		Reallocation	Emerg Appoint	Double Fill	Other]	
	•				Describe Other			
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Request Detail Line No. Clock No		Positio	on No.	Name (Last, Fi	rst, Middle/Initial)	Hours/Type	Amount	Approve
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