

-COUNTY OF MILWAUKEE-
INTEROFFICE COMMUNICATION

DATE : February 11, 2014

TO : Supervisor Marina Dimitrijevic, Chairwoman, Board of Supervisors

FROM : Josh Fudge, Director, DAS-PSB

SUBJECT : Request to create 1.0 FTE Human Services Program Analyst (Pay Range 31; Title Code TBD)

REQUEST

The Department of Health and Human Services (DHHS) is requesting to create 1.0 FTE Human Services Program Analyst within the Community Service Branch (CSB) of DHHS.

BACKGROUND/ANALYSIS

Milwaukee County CSB provides mental health and substance abuse disorder treatment to over 10,400 individuals through various State and Federal grants. Many of these grants involve elaborate reporting requirements for the programming being provided. Additionally, the majority of services within the mental health program area are provided through of purchase of service contracts. This requires evaluation and monitoring to determine efficacy and maintain compliance with State and Federal regulations.

The Human Services Program Analyst is responsible for data collection, statistical analysis, and reporting of dated related to CSB grants and programming. This includes evaluation, design, and implementation of data collection methods. The position will be responsible for interpretation of data, clinical research studies, and the creation of graphical and narrative reports for submission to the grant provider.

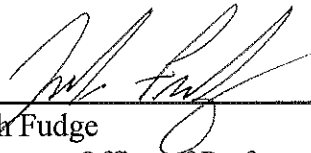
RECOMMENDATION

The Department of Administrative Services, Fiscal Affairs recommends that the request to create 1.0 FTE Human Services Program Analyst be approved.

FISCAL NOTE

Assuming the position is filled at the third (intermediate) step in pay range 31 with 18 pay periods remaining in 2014, the current year fiscal impact is a cost of \$67,839 (including salary, social security, and benefits costs). These costs entirely are offset by Federal grant revenue; there is no tax levy impact.

Prepared by:
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Josh Fudge
Director, Office of Performance, Strategy & Budget
Department of Administrative Services

cc: Chris Abele, County Executive
Supervisor Willie Johnson Jr., Co-Chair, Finance, Personnel & Audit Committee
Supervisor David Cullen, Co-Chair, Finance, Personnel & Audit Committee
Amber Moreen, Chief of Staff, Office of the County Executive
Kelly Bablitch, Chief of Staff, County Board
Hector Colon, Director, Department of Health and Human Services