

COUNTY OF MILWAUKEE

District Attorney's Office
Inter-Office Communication

Date: March 17, 2017 Legistar File No. 17-301
To: Theodore Lipscomb, Sr., Chairman, County Board of Supervisors
From: District Attorney's Office
Subject: Creation of 3.0 FTE Positions in the District Attorney's Office

We are requesting, pursuant to section 17.05 of the county general ordinances (CGO), the creation of 3.0 FTE positions in the district attorney's office, as follows:

- 1.0 FTE, Financial Manager, Job Code 02748, Pay Range M011;
- 1.0 FTE, Management Assistant, Job Code 00174, Pay Range 06Z2;
- 1.0 FTE, Witness Protection Analyst, Job Code 86153, Pay Range 19Z3

We requested the creation of these positions in the 2017 budget. The county executive included the positions in the 2017 recommended budget. The County Board denied the creation of the new positions, at a 2017 tax levy savings of \$210,588, but allocated funds in the contingency fund to allow the County Board to consider departmental requests during 2017 to create positions that were included in the county executive's 2017 recommended budget but denied by the board.

We provided justification of the need for these critical positions in the "2017 Budget New Position Request" forms with supporting documentation as part of our 2017 budget submission to the Department of Administrative Services. In addition, we submitted a Job Evaluation Questionnaire (JEQ) for each position to Human Resources to facilitate the classification study required by CGO section 17.05(1)(c). Human Resources concurs with the district attorney's request as to the appropriate classification and pay of the three new positions.

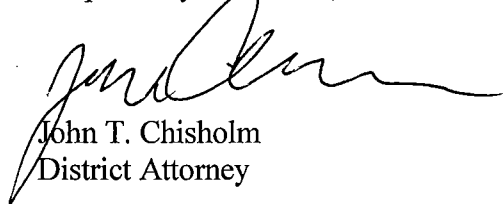
The financial manager, under the supervision of a deputy district attorney, will be responsible for the district attorney's state and county budgets; federal and state grants administration and compliance for the district attorney's grant programs; all purchasing functions in Advantage and Marketplace Central; accounting journal vouchers, fund transfers, fiscal forecasts and reports, and oversight of all state and county accounting, auditing, and payroll functions. The district attorney's existing fiscal and budget staff cannot assume these duties, which traditionally have been performed by state employees, in addition to the duties they currently perform. The district attorney's office consists of 281 FTE authorized state and county employees, and a financial manager is a critical need for an office of that size and complexity.

The management assistant, under the supervision of a deputy district attorney and the financial manager, will be responsible for contracts administration in DocuSign, County Board reports and action items in Legistar, district attorney records retention and destruction administration, program administration of district attorney grant programs, public records requests and subpoenas and court orders for district attorney records, and state and county personnel administration. There are no alternatives to creating this new county position of management assistant because the district attorney's office is woefully short of county administrative staff, as many county administrative functions historically have been performed by state employees. The county executive's 2017 recommended budget created this position as an administrative assistant at the same pay range 06Z2 as our 2.0 FTE management assistant positions. Therefore, we are requesting the creation of a third management assistant position rather than creation of a position in a different classification at the same pay range.

The witness protection analyst, under the supervision of the chief investigator, will augment the existing capabilities of the Maurice V. Pulley, Jr., Witness Protection program. The continued growth in case referrals and jail inmates' telecommunications precludes preemptive screening of serious felony cases for intimidation by existing staff, which leads to an erosion of trust and confidence in the criminal justice system when victims and witnesses are dissuaded from cooperating with the police, the district attorney's office and the courts. This position will enhance the ability of the unit to prevent, detect, and investigate witness intimidation - both by responding to referrals and by doing preemptive screening. Addressing witness intimidation enhances the integrity of the entire criminal justice system and bolsters the trust that citizens have in the vital institutions of law enforcement and the courts. If victims and witnesses fear reporting crime and following through with prosecution, this has a grave effect on our entire community and degrades the quality of life for all citizens.

There are no funds in the district attorney's 2017 adopted budget to pay for these new positions. An appropriation from the contingency fund is required to provide funding and budgetary authority for the 2017 costs of these positions. The 2018 costs will be included in the district attorney's 2018 budget submission.

Respectfully Submitted,



John T. Chisholm
District Attorney