

**COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION**

DATE : 4/22/2022

TO : Marcelia Nicholson, Milwaukee County Board Chair

FROM : Joe Lamers, Director, Office of Strategy, Budget, and Performance

SUBJECT : Request to Abolish 2.0 FTE Accountant 2 (vacant), 2.0 FTE Accountant 3 (vacant), 1.0 FTE Clerical Assistant 1 NR (vacant), and 1.0 FTE Operating and Maintenance Supervisor (vacant) positions and Create 1.0 FTE Accountant, 3.0 FTE Senior Accountant, 1.0 FTE Contracts Manager and 1.0 FTE HVAC Supervisor positions in the Milwaukee County Department of Transportation - Airport Division.

The Airport Division of the Department of Transportation requests to abolish 2.0 FTE Accountant 2 (vacant, pay grade 17), 2.0 FTE Accountant 3 (vacant, pay grade 21), 1.0 FTE Clerical Assistant 1 NR (vacant, pay grade 03PM), and 1.0 FTE Operating and Maintenance Supervisor (vacant, pay grade 25M) positions; and create 1.0 FTE Accountant (pay grade 25M), 3.0 FTE Senior Accountant (pay grade 28M), 1.0 FTE Contracts Manager (pay grade 901E) and 1.0 FTE HVAC Supervisor (Paygrade 5423 BT) positions.

Background

Accountant and Senior Accountant Position Creates

The Airport experienced three resignations of Accountant 2 and Accountant 3 positions between late 2021 and early 2022. These resignations are all due to compensation issues and have left half (4 of 8) positions vacant. Temporary assistance is being sought as a stop gap in the interim. Challenges related to compensation for fiscal positions at the Airport are not new and were partially addressed in 2019. The remaining piece was the reclassification of Accountant 2 and Accountant 3 positions due to outdated titles when compared to other County departments which use Accountant and Senior Accountant titles which have higher and wider pay ranges. Reasons for changes:

- The pay ranges associated with the Accountant 2 and Accountant 3 classifications are very restrictive and narrow
- The inequity that exists between Airport accounting positions and other county departments' accounting positions persists
- Updating these classifications will allow the Airport to attract and retain professional financial staff. Even if an incredibly tight labor market did not exist at present, these changes would be needed regardless. However, the current labor market is further exacerbating the issue

Contracts Manager Position Create

The Airport has many contracts and procurement transactions that occur on an ongoing basis. The majority of contracting and procurement transactions are longer in duration and have major impacts on revenue, facility usage, and property. Due to the Airport's size and complexity, a position is required to oversee all aspects of contract development and procurement to ensure alignment with Federal, State, and County procurement requirements. Furthermore, the County's internal processes have become more cumbersome requiring more time to produce the required information.

The proposed position will serve all internal divisions within the Airport to develop procurement, and contract strategies, and procurement resource planning. The position will serve as a liaison to facilitate the procurement process with central County departments that are involved in the procurement process. Moreover, the position will develop, refine, and maintain a substantial Airport-wide contracts and procurement database.

Operating and Maintenance Supervisor Create

The Airport is experiencing difficulties hiring for the existing Operating and Maintenance Supervisor position. The requested position create is intended to standardize positions and address equity issues within the County.

Fiscal Impact

There is no tax levy impact to the Airport or the County related to this request. The overall increase in salary and social security costs are offset by an equal increase in airline revenue.

Recommendation: The Department of Strategy, Budget and Performance recommends that 2.0 FTE Accountant 2, 2.0 Accountant 3, 1.0 Clerical Assistant 1 NR and 1.0 Operation and Maintenance Supervisor positions be abolished (total 6), and 1.0 FTE Accountant, 3.0 Senior Accountant, 1.0 Contracts Manager, and 1.0 HVAC Supervisor positions be created (total 6).

Position Title	Action	FTE	Pay Grade
Accountant 2 (vacant)	Abolish	2.0	17 (\$42,286 - \$47,902)
Accountant 3 (vacant)	Abolish	2.0	21 (\$47,902 - \$55,307)
Clerical Assistant 1 NR (vacant)	Abolish	1.0	03PM (\$38,308 - \$38,865)
Operation and Maintenance Supervisor (vacant)	Abolish	1.0	25M (\$54,038 - \$61,422)
Accountant	Create	1.0	25M (\$54,038 - \$61,422)
Senior Accountant	Create	3.0	28M (\$60,632 - \$70,428)
Contracts Manager	Create	1.0	901E (\$67,436 - \$98,703)
HVAC Supervisor	Create	1.0	5423 (BT) \$104,811

Joe Lamers

Joe Lamers, Director, Office of Strategy, Budget, and Performance