

**-COUNTY OF MILWAUKEE-**  
INTEROFFICE COMMUNICATION

DATE : August 31, 2012

TO : Supervisor Marina Dimitrijevic, Chairwoman, Board of Supervisors  
Supervisor Willie Johnson, Co-Chairman, Finance, Personnel & Audit Committee  
Supervisor David Cullen, Co-Chairman, Finance, Personnel & Audit Committee

FROM : Craig Kammholz, Fiscal and Budget Administrator, DAS-Fiscal

SUBJECT : Request to abolish 1.0 FTE Administrative Intern position (Title Code 00087700, pay range 01IM) and create 1.0 FTE Clerical Spec PRB NR (Title Code TBD, pay range 05PM).

**REQUEST**

The Personnel Review Board is requesting to abolish 1.0 FTE Administrative Intern position (Title Code 00087700, pay range 01IM) and create 1.0 FTE Clerical Specialist PRB NR Title Code TBD, pay range 05PM).

**BACKGROUND/ANALYSIS**

The Personnel Review Board and Ethics Board operate under a shared support staffing model where 75% of personnel costs for support staff are budgeted to the Personnel Review Board and 25% to the Ethics Board. The support staff consists of 2.0 FTE full time positions and 1.0 FTE intern position that does not receive health care nor retirement benefits. To maintain continuity of support to the Personnel Review Board and Ethics Board, the department requests that the Administrative Intern position be abolished upon creation and filling of the Clerical Specialist PRB NR.

The Administrative Intern position was created in 2008 at 0.5 FTE for the purpose of completing special projects. As workload increased, the Administrative Intern performed more complex case management duties and was increased to 1.0 FTE. The same incumbent has been in the Administrative Intern position since June 2010.

The department indicates that a justification for this request is to ensure that this position is properly classified with respect to the duties of the position and also compared to other similar positions throughout the County. The Human Resources Department will conduct a Countywide compensation study to determine the proper classification of all positions. It is prudent to defer any possible action on this position until all positions in the County are thoroughly studied for the proper classification and compensation.

The requested action would eliminate an intern position and create a full-time support position in the Personnel Review Board while maintaining the current service level.

**FISCAL NOTE**

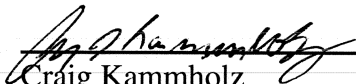
Approval of this abolish/create request will result in a net annual salary, social security and benefit cost increase of \$26,340. Assuming that the Clerical Specialist PRB NR

position is filled at the start of pay period 23 in 2012, the current year fiscal impact is \$4,543.

### **RECOMMENDATION**

The Department of Administrative Services, Fiscal Affairs recommends that the request to abolish 1.0 FTE Administrative Intern upon the creation and filling of 1.0 Clerical Specialist PRB NR be denied. Denying this request results in no impact to service levels and maintains current expenditure levels.

Prepared by:  
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Fiscal and Budget Administrator

cc: Chris Abele, County Executive  
Amber Moreen, Chief of Staff, County Executive's Office  
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Steve Cady, County Board Fiscal and Budget Analyst  
Pat Farley, Director, Department of Administrative Services  
Veronica Robinson, Executive Secretary, Personnel Review Board