

COUNTY OF MILWAUKEE
Inter-Office Communication

Date: May 1st, 2025

To: Marcelia Nicholson, Chair, Milwaukee County Board of Supervisors

From: Joseph Lamers, Office of Strategy, Budget, and Performance

Subject: Milwaukee County Zoo requests Director requesting the creation of 1.0 FTE Senior Executive Assistant (Pay Grade NR23) and abolishment of 1.0 FTE Executive Assistant (Pay Grade NR21)

File Type: Informational Report

MCGO 17.05 and Wis. Stats 59.60(10), require the Office of Strategy, Budget, and Performance (SBP) to review departmental position create requests for need, appropriateness, and funding availability.

NEED AND APPROPRIATENESS

☒ SBP concurs with the department report on the need and appropriateness of this position request.

FUNDING AVAILABILITY

- ☒ The cost of this request will be absorbed within the department's existing salary budget. The department is responsible for managing their personal services budget and taking appropriate action to avoid a deficit. In the subsequent year requested budget, the department will include this position action inside their assigned tax levy target.
- ☐ Grant Revenue that expires _____
- ☐ Other

ADDITIONAL INFORMATION

With the upcoming retirement of the Executive Zoo Director's Executive Assistant in May, the Zoo is presented with a timely and strategic opportunity to elevate this essential role to better meet the growing needs of executive leadership and the organization. In support of the recently completed Strategic Plan and Master Plan Refresh, the Zoo is requesting to abolish the current vacant Executive Assistant position and create a Senior Executive Assistant role.

The Zoo is starting a new beginning, guided by the Zoo Coalition's new vision and strategic commitments to Care, Connect, and Conserve, principles that underpin the mission to inspire people to conserve wildlife and wild places. The work of the new strategic plan requires a higher-level support role that goes beyond traditional

administrative functions. The Senior Executive Assistant will serve as a strategic partner to the Executive Zoo Director, enabling streamlined communication, improved cross-departmental coordination, and more efficient implementation of strategic initiatives.

The maximum salary impact on the Zoo's budget from creating a Senior Executive Assistant position and eliminating the Executive Assistant role is \$9,672. However, due to the overlap between the two pay ranges (outlined below), the actual fiscal impact could result in a net-zero tax levy change, depending on the starting salary of the new position.

JOSEPH LAMERS

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