

**COUNTY OF MILWAUKEE**  
Inter-Office Communication

Date: January 30, 2024

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

From: Aaron Hertzberg, Director, Department of Administrative Services

Subject: A Request from the Director, Department of Administrative Services (DAS), regarding Authorization for DAS-FMD to abolish 1.0 FTE Clerk Records Management, Pay Grade 13F, and create 1.0 FTE Administrative Assistant, Pay Grade NR17

File Type: Action Report

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**REQUEST**

The Director of DAS respectfully requests authorization to abolish 1.0 FTE Clerk Records Management, Pay Grade 13F, and create 1.0 FTE Administrative Assistant, Pay Grade NR17. The new Administrative Assistant position will incorporate the responsibilities of the former Clerk Records Management, plus provide additional project management support within the Architecture, Engineering and Environmental Services section of DAS-FMD.

**POLICY**

Wisconsin State Statutes:	Wis Stats 59.17
Milwaukee County Code of General Ordinances:	MCGO 17.05(1)
Specific Adopted Budget:	2024 Adopted Budget

**BACKGROUND**

The Architecture, Engineering and Environmental Services (AE&ES) section of DAS-FMD is responsible for managing and delivering the majority of the capital projects within the County's annual capital program. We are undergoing a transformational reorganization to improve all aspects of project delivery and customer service, and the new Administrative Assistant role is a linchpin to the effectiveness of this new organization.

Incorporating elements of both administrative and compliance functions, this position will be key in driving efficiency, consistency, and compliance, to provide superior client communication over the course of the project, create workload balance for both Project Managers and front office staff, and establish a direct line of project support for internal and external users. The objective of this position is to provide direct administrative and project compliance support to the AE&ES Director and Project Managers through

system administration, as well as TBE participation compliance tracking. Additionally, responsibilities will include other project management functions such as residency compliance management, reporting, processing of project documents, record management, general office needs, and training and quality assurance.

**ALIGNMENT TO STRATEGIC PLAN**

Describe how the item aligns to the objectives in the [strategic plan](#):

1C: Increase the number of County contracts awarded to minority and women-owned businesses

Responsibilities of this new position will include support and training of both internal and external contractors on the B2Gnow contract payment and TBE participation compliance tracking system, as well as monitoring and enforcing compliance with the contractual requirements for participation. This should help increase the number and quality of participating contractors and contracts.

3B: Enhance the County’s fiscal health and sustainability

Additionally, through sharing their knowledge in the use of various non-integrated project management software systems, the Administrative Assistant will help establish greater expertise and use of these systems among others throughout the organization, further enabling efficiencies in project tracking and quality control, resulting in improved project outcomes, such as budget and schedule control.

**FISCAL EFFECT**

There are sufficient funds in DAS-FMD to cover this position as the expense for this position is covered by vacancy salary savings for 2024.

**POSITION INFORMATION**

<u>Action</u>	<u>Title</u>	<u>Pay Range (per hour)</u>	<u>Annual Salary Range</u>
Abolish	Clerk Records Management	\$18.53 - \$22.03	\$38,542.40 – \$45,822.40
Create	Administrative Assistant	\$19.49 - \$29.24	\$40,539.20 - \$60,819.20

**VIRTUAL MEETING INVITES**

Stuart Carron, Director, Facilities Management Div, DAS  
Stuart.carron@milwaukeecountywi.gov

**PREPARED BY:**

Katie Bainer, Operations and Administration Manager, Facilities Management Div, DAS

**APPROVED BY:**

*Stuart Carron*

Stuart Carron, Director, Facilities Management Division, Department of Administrative Services

**ATTACHMENTS:**

none

cc: Kelly Bablitch, Chief of Staff, Milwaukee County Board of Supervisors  
Janelle M. Jensen, Legislative Services Division Manager, Office of the County Clerk