

**-COUNTY OF MILWAUKEE-  
INTEROFFICE COMMUNICATION**

DATE : June 22, 2011

TO : Supervisor Lee Holloway, Chairman, Board of Supervisors

FROM : Cynthia Pahl, Interim Assistant Fiscal and Budget Administrator, Department of Administrative Services

SUBJECT : Department of Parks, Recreation and Culture Request to Abolish 1.0 FTE Office Assistant 3 position and Create 1.0 FTE Clerical Specialist HR NR

**REQUEST**

The Department of Parks, Recreation and Culture has requested the abolishment of 1.0 FTE Office Assistant 3 position and the creation of 1.0 FTE Clerical Specialist HR NR.

**BACKGROUND/ANALYSIS**

The Parks Department currently has 1.0 FTE Office Assistant 3 to assist with human resource functions. This position is currently vacant. The duties of this position require the employee to work with confidential information including, but not limited to, personnel actions, layoffs and grievance procedures. The Office Assistant 3 position is a represented position. The Department is requesting this position be abolished and replaced with a Clerical Specialist HR NR position in order to more accurately reflect the confidential nature of the position.

The current pay range of the Office Assistant 3 position is from \$32,771 - \$36,927. The pay range of the newly created position of Clerical Specialist HR NR is from \$30,647 - \$39,300. Assuming the new position is filled at Step 1 the Department will see initial salary and benefit savings.

**FISCAL NOTE**

This abolish/create request will result in a net annual salary, social security and benefit savings of \$2,699.<sup>1</sup> Assuming that employees start in pay period 16 of the current year, savings achieved in 2011 would be \$1,142.

**RECOMMENDATION**

The Department of Administrative Services, Fiscal Affairs (DAS) recommends the abolishment of 1.0 FTE Office Assistant 3 and the creation of 1.0 FTE Clerical Specialist HR NR.

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<sup>1</sup> This was calculated using the 2011 benefit rate. The salaries of the existing and new position were calculated based on the assumption that the employee would start at step 1 of the pay range.



Cynthia Pahl

Assistant Fiscal and Budget Administrator, Department of Administrative Services

Pc: Patrick Farley, Director, Department of Administrative Services  
George Aldrich, Chief of Staff, County Executive's Office  
Candace Richards, Director of Human Resources  
Terry Cooley, Chief of Staff, Board of Supervisors  
Lori Brown, Human Resource Coordinator, Parks  
Stephen Cady, Fiscal and Budget Analyst, County Board  
James Tate, Human Resources Analyst, DAS-HR