

COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION

DATE : August 20, 2021

TO : Marcelia Nicholson, Milwaukee County Board Chair

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

SUBJECT : Request to Abolish 1.0 FTE Supervisor Register of Deeds and Create 1.0 FTE Document Examiner in the Register of Deeds Office
 Request to Abolish 1.0 FTE Supervisor Vital Records ROD and Create 1.0 FTE Vital Records Lead in the Register of Deeds Office
 Request to Abolish 1.0 FTE Document Examiner and Create 1.0 FTE Clerk Vital Records in the Register of Deeds Office

Background:

The Register of Deeds is requesting the following position actions:

- Abolish 1.0 FTE Supervisor Register of Deeds Pay Grade 07P and create 1.0 FTE Document Examiner Pay Grade 05P.
- Abolish 1.0 FTE Supervisor Vital Records ROD Pay Grade 07P and create 1.0 FTE Vital Records Lead Pay Grade 07P.

The Document Examiner position examines and records real estate and related property instruments for Milwaukee County. The Vital Records Clerk position processes and cashiers mail, internet and in-person orders as well as researching vital records. In line with a reorganization included in the 2022 Adopted Budget, the Register of Deeds is reducing managers (Supervisor Register of Deeds and Supervisor Vital Records) and facilitating staff management with two Coordinator positions. In 2022 and 2023, the Register of Deeds Office will be cross training staff for efficiency and provide better customer service during staff shortages. Reasonable wait times and excellence in customer service fit squarely into the strategic mission of Milwaukee County and enhances equity disparities.

- Abolish 1.0 FTE Document Examiner Pay Grade 04P and create 1.0 FTE Clerk Vital Records Pay Grade 05P.

The Document Examiner position examines and records real estate and related property instruments for Milwaukee County. As a result of the COVID 19 pandemic waning, county residents are accessing vital records with more frequency and an additional staff member is needed to process and cashier mail, internet, and in-person orders as well as researching vital records. A recent retirement, medical leave and vacancy in the Vital Records section have highlighted the need for additional reserve staff to properly serve the public without unusually long wait times. Reasonable wait times and excellence in customer service fit squarely into the strategic mission of Milwaukee County and enhances equity disparities.

Fiscal Note:

The costs associated to the abolish create requests is covered by both savings from these position changes and funding that was included in the 2022 Adopted Budget for the Register of Deeds reorganization.

The following position actions are being requested:

Position Title	Action	FTE	Pay Grade
Supervisor Register of Deeds	Abolish	1.0	Pay Grade 07P \$46,272 to \$59,337
Document Examiner	Create	1.0	Pay Grade 05P \$39,054 to \$50,080
Supervisor Vital Records ROD	Abolish	1.0	Pay Grade 07P \$46,272 to \$59,337
Vital Records Lead	Create	1.0	Pay Grade 07P \$46,272 to \$59,337
Document Examiner	Abolish	1.0	Pay Grade 04P \$36,247 to \$46,482
Clerk Vital Records	Create	1.0	Pay Grade 05P \$39,054 to \$50,080

Recommendation: The Office of Strategy, Performance and Budget recommends that:

- 1.0 FTE Supervisor Register of Deeds be abolished, and 1.0 FTE Document Examiner be created in the Register of Deeds Office.
- 1.0 FTE Supervisor Vital Records ROD be abolished, and 1.0 FTE Vital Records Lead be created in the Register of Deeds Office.
- 1.0 FTE Document Examiner be abolished, and 1.0 FTE Clerk Vital Records be created in the Register of Deeds Office.

JOSEPH LAMERS _____

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