

COUNTY OF MILWAUKEE
Inter-Office Communication

Date: October 31, 2025

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

From: Kent Lovern, District Attorney

Subject: District Attorney requests to abolish two – 0.50 FTE Process Investigators (NR17) and create one - 1.0 FTE Process Investigator (NR17)

File Type: Action Report

REQUEST

A request from the District Attorney to abolish two 0.50 Process Investigators NR17 (\$19.88 - \$29.83/hour) and create one, 1.0 FTE Process Investigator position in NR 17 (\$19.88 - \$29.83/hour). The District Attorney's Office does not expect this action to affect our overall budget.

POLICY

The maximum number of positions and/or the maximum number of employee hours in a given classification are approved as part of the annual adopted budget. Changes to the authorized number of positions outside of the budget process require approval by the Milwaukee County Board of Supervisors.

Wisconsin State Statutes:	Wis Stats 59.17
Milwaukee County Code of General Ordinances:	MCGO 17.05(1)
Specific Adopted Budget:	2025 Adopted Budget

BACKGROUND

The District Attorney's Office is requesting to abolish two part-time Process Investigator positions to create one full-time Process Investigator position. The part-time positions have been vacant for nearly a year. The role of this position is to serve subpoenas to essential victims and witnesses, and a full-time individual in this role would not only increase the efficiency of this task, but a full-time position is more desirable for recruiting qualified law enforcement personnel.

ALIGNMENT TO STRATEGIC PLAN

Adequate staffing at the appropriate level is essential to ensure we can continue to determine what, where, and how we deliver services to advance health equity. To that end, this request aligns with Provision 2A of the County's strategic plan.

FISCAL EFFECT

A fiscal note is attached. We expect that the abolition and creation of these positions will be cost-neutral.

POSITION INFORMATION

<u>Action</u>	<u>Title</u>	<u>Pay Range</u>	<u>Annual Salary Range – 2088 Hours</u>
Abolish	Process Investigator (.50)	NR17	\$41,350.40 - \$63,046.40 (\$19.88-29.83/hour)
Abolish	Process Investigator (.50)	NR 17	\$41,350.40 - \$63,046.40 (\$19.88-29.83/hour)
Create	Process Investigator (1.0)	NR 17	\$41,350.40 - \$63,046.40 (\$19.88-29.83/hour)

VIRTUAL/HYBRID MEETING INVITES

Kent Lovern, District Attorney (kent.lovern@da.wi.gov)

Sara N.V. Sadowski, Deputy District Attorney (sara.sadowski@da.wi.gov)

Anna Thomas, Financial Manager (anna.thomas@da.wi.gov)

PREPARED BY:

Sara N.V. Sadowski, Deputy District Attorney

APPROVED BY:

Kent Lovern, District Attorney

ATTACHMENTS:

Department Resolution

Department Fiscal Note

Human Resources Report

DAS-Strategy, Budget & Performance Report

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