

From the Comptroller, requesting to abolish 1.0 FTE Payroll Specialist (PR 20) and create 1.0 FTE Employee Expense Management Specialist (PR 20), by recommending adoption of the following:

A RESOLUTION

WHEREAS, the Office of the Comptroller (Comptroller) requests to abolish 1.0 Full Time Equivalent (FTE) Payroll Specialist position and create 1.0 FTE Employee Expense Management Specialist position in the Payroll Division (Payroll); and

WHEREAS, Payroll, Comptroller, is responsible for:

- Milwaukee Countywide payroll processing and ensuring all employees are paid accurately and timely
- Administration of Milwaukee County’s (the County’s) payroll and time reporting system (Dayforce) and the County's expense management system (INFOR)
- Identifying related processes that are inconsistent across the County and proposing improved processes to maintain and improve employee morale and quality of work
- Identifying solutions to improve access to pay in ways that meet the needs of the ever-changing workforce
- Assisting in monitoring the accuracy of data entered in the system so departments have access to vital information, including racial demographics of the County workforce

; and

WHEREAS, a position of Payroll Specialist is vacant and the work of Payroll, Comptroller, was reorganized to require a position that specializes in transactions for the employee expense management system; and

WHEREAS, it is desirable to recruit and retain a candidate possessing the necessary skills and experience for this specialized work; and

WHEREAS, the Department of Human Resources has reviewed this request for a new position to determine the appropriate classification (Employee Expense Management Specialist) and pay grade (NR20), and has submitted a report included in this file; and

WHEREAS, the Office of Strategy, Budget, and Performance has reviewed this request with respect to need, appropriateness, and funding availability as required per Section 59.60(10), Wisconsin State Statutes, and has submitted a report included in this file; and

47 WHEREAS, the Committee on Personnel, at its meeting of September 3, 2024,
48 recommended adoption of File No. 24-743 (vote 5-0); now, therefore,

49 BE IT RESOLVED, the Milwaukee County Board of Supervisors (County Board)
50 hereby approves the classification and pay recommendation for the position as outlined
51 in the report hereto attached to this file and summarized below:
52

Recommended Title	Employee Expense Management Specialist
Agency (Department)	370 – Office of the Comptroller (Comptroller)
Organization (Low Org)	3757
Number of Positions	1
Pay Grade	NR20
Minimum	\$48,276.80
Maximum	\$72,425.60

53
54 ; and

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56 BE IT FURTHER RESOLVED, the County Board hereby authorizes and
57 approves the following position actions for the Comptroller, effective Pay Period 21,
58 beginning September 29, 2024:

Action	Title	Number of Positions	Pay Grade
Abolish	Payroll Specialist	1	NR20
Create	Employee Expense Management Specialist	1	NR20

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64 expense mgmt specialist.docx