

**COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION**

DATE: August 7, 2013

TO: Marina Dimitrijevic, Chairwoman, Milwaukee County Board of Supervisors

FROM: Brian Dranzik, Director, Department of Transportation

SUBJECT: **Mid-Year Abolish & Create Request
MCDOT – Fleet Management Division**

Background

The Fleet Management Division has identified the continuing need for the Fleet Services Coordinator position within the Milwaukee County Department of Transportation (MCDOT). The position will be primarily responsible for assisting in writing bid specifications for new vehicle purchases, ensure compliance regarding all safety regulations for both fleet locations, reviewing accounts payable, and overseeing inspections for the fire alarm system, the Fleet fueling system, overhead crane and equipment hoists within the shops. In addition, this position will also ensure compliance with all Clean Air/Alternative Fuel mandates.

The Fleet Management Division is requesting to abolish a funded vacant position within the department to partially offset the creation of the Fleet Services Coordinator – MCDOT.

POSITION TO BE ABOLISHED				POSITION TO BE CREATED			
JOB TITLE	TITLE CODE & POSITION NUMBER	PAY RANGE	UNION	JOB TITLE	TITLE CODE & POSITION NUMBER	PAY RANGE	UNION
Administrative Specialist (Fleet)	00000097-4	07P	DC48	Fleet Services Coordinator	TBD	30M	NR

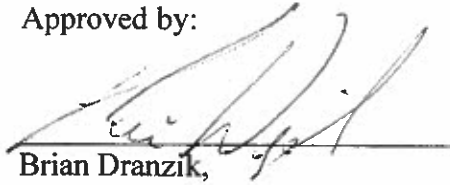
Rationale for the Request

The Fleet Services Coordinator was abolished in the 2010 Budget and these duties were assigned to the Administrative Specialist (Fleet) position as well as the Director of the Fleet Management Division. The Fleet Management Division is requesting to abolish the position of Administrative Specialist (Fleet) and create the position of Fleet Services Coordinator. The request to create this position is due to increased workload and the specialized knowledge of fleet operations required.

Fiscal Impact

The estimated cost to create this position will be absorbed within the existing budget appropriation for the Fleet Management Division.

Approved by:

A handwritten signature in black ink, appearing to read "Brian Dranzik", is written over a horizontal line.

Brian Dranzik,
Director,
Department of Transportation

Attachment: Proposed Job Evaluation Questionnaire
Organizational Chart

cc: Supv. Willie Johnson, Jr., Co-Chair, Finance Personnel and Audit Committee
Supv. David Cullen, Co-Chair, Finance Personnel and Audit Committee
Kerry Mitchell, Director, Human Resources
Don Tyler, Director, Department of Administrative Services
Josh Fudge, Interim Fiscal & Budget Administrator, Fiscal Affairs Division,
DAS