

COUNTY OF MILWAUKEE
Inter-Office Communication

Date: November 8, 2023

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

From: Guy Smith, Executive Director, Milwaukee County Parks

Subject: Milwaukee County Parks requests to abolish 1.0 FTE Contract Services Officer Parks Pay Grade 30M and create 1.0 FTE Manager Contracts Pay Grade 901E

File Type: Action Report

REQUEST

Milwaukee County Parks request to abolish 1.0 FTE Contract Services Officer and create 1.0 FTE Manager Contracts.

POLICY

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

BACKGROUND

The Contract Services Officer has recently been vacated requiring a review of the position and duties for the first time since 2018. The Contract Services Officer in the Parks Department has increased in duties now supervising two full time positions. This request will align the contract management function within the department with the same title and pay as the Department of Administrative Services.

Related File No's:	
Associated File No's (Including Transfer Packets):	
Previous Action Date(s):	

ALIGNMENT TO STRATEGIC PLAN

Describe how the item aligns to the objectives in the [strategic plan](#):

1A: Reflect the full diversity of the County at every level of County government
This change will provide appropriate pay for a vacant position that can reflect future diversity within Parks.

FISCAL EFFECT

This position has been vacant since November of 2023 and the position is expected to be filled in the 1st quarter of 2024. The 2024 budget contains funding for the position in the amount of \$82,696.

POSITION INFORMATION

<u>Action</u>	<u>Title</u>	<u>Pay Range</u>	<u>Annual Salary Range</u>
Abolish	Contract Services Officer	30M	\$68,307 - \$81,557
Create	Manager Contracts	901E	\$71,947 - \$105,310

VIRTUAL MEETING INVITES

Jeremy.Lucas@milwaukeecountywi.gov

Ermira.Hayes@milwaukeecountywi.gov

PREPARED BY:

Jeremy Lucas, Director of Administration & Planning, Milwaukee County Parks

APPROVED BY:

Guy Smith, Executive Director, Milwaukee County Parks *Guy Smith*

ATTACHMENTS:

Resolution

Fiscal Note

DAS Report

JEQ- Manager Contracts Parks

CC: David Crowley, County Executive
Mary Jo Meyers, Chief of Staff, County Executive's Office
Sheldon Wasserman, Supervisor District 3, Parks & Culture Chair
Steven Shea, Supervisor District 8, Parks & Culture Vice Chair
Felesia Martin, Supervisor District 7, Parks & Culture Member
Juan Miguel Martinez, Supervisor District 12, Parks & Culture Member
Steve Taylor, Supervisor District 17, Parks & Culture Member
Kelly Bablitch, Chief of Staff, Milwaukee County Board of Supervisors
Janelle M. Jensen, Legislative Svcs Division Mgr, Office of the County Clerk
Aaron Hertzberg, Director, Department of Administrative Services
Vince Masterson, Fiscal & Strategic Asset Coordinator, DAS
Pamela Bryant, Capital Finance Manager, Comptroller's Office
Justin Rodriguez, Capital Finance Analyst, Comptroller's Office
Kelsey Evans, Committee Coordinator, Office of the County Clerk
Ciara Miller, Research & Policy Analyst, Office of the Comptroller
Anthony Rux, Budget & Management Analyst, DAS-PSB