



Milwaukee County
Department of Human Resources
INTER-OFFICE COMMUNICATION

Date: April 29, 2013
To: Chairwoman Marina Dimitrijevic, County Board of Supervisors
From: Kerry J. Mitchell, Director, Department of Human Resources *K Mitchell*
Subject: **Request to abolish one Clerical Specialist MHD and create one Compensation Analyst.**

REQUEST

The Department of Human Resources (DHR) requests to abolish one 1.0 FTE Clerical Specialist MHD within the DHR (title code 00001293) and create one 1.0 FTE Compensation Analyst (title code 00005780).

BACKGROUND

The Compensation Division of the Department of Human Resources is a pivotal component for Human Resources and a valuable resource for all County Departments. The addition of one Compensation Analyst helps the Compensation Division of DHR to:

- Conduct thorough job and pay analysis and evaluations
- Perform market job and pay benchmarking and surveying
- Ensure Wage & Hour, FLSA, Equity, EEO, Job Description compliance
- Administer and audit Hourly/Salary Base & Differential pay, Equity and Incentives
- Analyze position requests and departmental reorganizations
- Review and evaluate market trends
- Maintain and audit Pay Structures
- Maintain and audit Human Resources Information System (HRIS)

Additionally, the Compensation Division is currently mid-stream on a County-wide job analysis and evaluation project that will touch nearly all positions in Milwaukee County service. The additional position will assist in that process, but will also help to assure the day-to-day compensation services are maintained.

To help offset the cost of the position creation, DHR requests abolishing one position of Clerical Specialist MHD within DHR's allocation of positions. This [vacant] position supported payroll functions, and with the centralization of most payroll duties, the position is no longer functionally necessary.

RECOMMENDATION

The Department of Human Resources respectfully requests that our request to create 1.0 FTE Compensation Analyst and abolish 1.0 FTE Clerical Specialist MHD be referred to the Committee on Finance, Personnel and Audit, and the Department of Administrative Services. DHR will prepare a classification recommendation in conjunction with this request for the Committee's review.

Cc: County Executive Chris Abele
Amber Moreen, Chief of Staff, County Executive's Office
Kelly Bablitch, Chief of Staff, County Board
Supervisor Willie Johnson, Jr., Co-Chair, Finance Personnel, and Audit Committee
Supervisor David Cullen, Co-Chair, Finance Personnel, and Audit Committee
Steve Cady, Fiscal & Budget Analyst, County Board
Don Tyler, Director, Department of Administrative Services
Daniel Laurila, Fiscal Management Analyst, DAS – Fiscal Affairs
Janelle Jensen, Committee Clerk