

**COUNTY OF MILWAUKEE**  
Inter-Office Communication

Date: May 7, 2024

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

From: Shakita LaGrant-McClain, Director, Department of Health and Human Services

Subject: A report from the Director, Department of Health and Human Services, requesting the creation of 1.0 FTE Fiscal Assistant 2 and abolishment of 1.0 FTE Fiscal Assistant 1 and 1.0 FTE Clerical 1 within DHHS Child Support Services

File Type: Action Report

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**REQUEST**

A report from the Director, Department of Health and Human Services, requesting approval to create 1.0 FTE Fiscal Assistant 2 in paygrade NR15 and abolish 1.0 FTE Fiscal Assistant 1 in paygrade NR13 and 1.0 FTE Clerical 1 in paygrade NR12.

**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.

Milwaukee County Ordinances:	17.28
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**BACKGROUND**

The Fiscal Assistant 2 is being requested for the Child Support Services Unit within DHHS. Specifically, the Fiscal Assistant 2 will be responsible for handling child support payments and fees, as well as assisting visitors with child support questions.

Funding is available in the 2024 DHHS Budget through the abolishment of 1 Fiscal Assistant 1 and 1 Clerical Assistant 1 position within Child Support Services.

**ALIGNMENT TO STRATEGIC PLAN**

The request to create a new position in the DHHS aligns with the county's strategic plan to ensure that we can continue in determining what, where, and how we deliver services to advance health equity.

**FISCAL EFFECT**

A fiscal note is attached.

**POSITION INFORMATION**

<u>Action</u>	<u>Title</u>	<u>Pay Range</u>	<u>Annual Salary Range – 2088 Hours</u>
Abolish	Fiscal Assistant 1	NR13	\$32,115 - \$48,173
Abolish	Clerical Assistant 1	NR12	\$30,306 - \$45,427
Create	Fiscal Assistant 2	NR15	\$36,067 - \$54,101

**VIRTUAL MEETING INVITES**

[Shakita.LaGrant@milwaukeecountywi.gov](mailto:Shakita.LaGrant@milwaukeecountywi.gov)

**PREPARED BY:**

Agnes Marcinowski, Manager of Operations, CSS

**APPROVED BY:**

*Shakita LaGrant*

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Shakita LaGrant-McClain, Director, Department of Health & Human Services

**ATTACHMENTS:**

None

cc: County Executive David Crowley  
Sup. Willie Johnson, Jr., Chair, Personnel Committee  
Mary Jo Meyers, Chief of Staff, County Executive's Office  
Kelly Bablitch, Chief of Staff, Milwaukee County Board of Supervisors  
Steve Cady, Research Director, Comptroller's Office  
Janelle M. Jensen, Legislative Services Division Manager, Office of the County Clerk  
Lottie Maxwell-Mitchell, Senior Budget & Management Analyst, DAS