

COUNTY OF MILWAUKEE
Inter-Office Communication

Date: April 22, 2022

To: Marcelia Nicholson, Chairperson, County Board of Supervisors

From: Donna Brown-Martin, Director, Department of Transportation

Subject: From the Director of the Department of Transportation and Airport Director, a request to Abolish 2.0 FTE Accountant 2 (vacant), 2.0 FTE Accountant 3 (vacant), 1.0 FTE Clerical Assistant 1 NR (vacant), and 1.0 FTE Operating and Maintenance Supervisor (vacant) positions and Create 1.0 FTE Accountant, 3.0 FTE Senior Accountant, 1.0 FTE Contracts Manager and 1.0 FTE HVAC Supervisor positions in the Milwaukee County Department of Transportation - Airport Division.

File Type: Action Report

REQUEST

The Milwaukee County Department of Transportation (MCDOT) – Airport Division requests to Abolish 2.0 FTE Accountant 2 (vacant), 2.0 FTE Accountant 3 (vacant), 1.0 FTE Clerical Assistant 1 NR (vacant), and 1.0 FTE Operating and Maintenance Supervisor (vacant) positions and Create 1.0 FTE Accountant, 3.0 FTE Senior Accountant, 1.0 FTE Contracts Manager and 1.0 FTE HVAC Supervisor positions in the Milwaukee County Department of Transportation - Airport Division.

POLICY

Wisconsin State Statutes:	59.22
Milwaukee County Code of General Ordinances:	Chapter 1
Specific Adopted Budget:	2022
Administrative Manual of Operation Procedures	3.07 Position Change Requests

BACKGROUND

Accountant and Senior Accountant Position Creates

The Airport Division of the Department of Transportation experienced three resignations of Accountant 2 and Accountant 3 positions between late 2021 and early 2022. These resignations are all due to compensation issues and have left four of the Airport’s eight finance positions vacant. Airport Finance’s day-to-day operations have reached a critical tipping point. Temporary assistance is being sought but is only a stop-gap measure.

Compensation for fiscal positions at the Airport is not new and was partially addressed in 2019. The remaining piece was the reclassification of the Accountant 2 and Accountant 3 positions as they are outdated titles compared to other County departments that use the Accountant and Senior Accountant classifications with substantially higher and broader pay ranges.

The request to abolish the Accountant 2 and Accountant 3 positions and create one Accountant and three Senior Accountant positions are needed for three reasons.

- The pay ranges associated with the Accountant 2 and Accountant 3 classifications are very restrictive and narrow.
- The inequity that exists between Airport accounting positions and other county departments' accounting positions persists.
- Updating these classifications will allow the Airport to attract and retain professional financial staff. Even if an incredibly tight labor market did not exist at present, these changes would be needed regardless. However, the current labor market is further exacerbating the issue.

Contracts Manager Position Create

The Airport has a substantial number of contracts and procurement transactions that take place on an ongoing basis. Many of the contracting and procurement transactions are of longer duration and have substantial impact on revenue, use of facilities, and property. Due to its size and complexity, there is a need for a position within the Airport to oversee all aspects of contract development and procurement to ensure it aligns with Federal, State, and County procurement requirements. In addition, the County's own internal processing requirements to get contracts executed have become more information intensive and time consuming further necessitating a dedicated personnel resource for this purpose.

The proposed position will serve all internal divisions within the Airport to develop procurement strategies, contract strategies, and procurement resource planning. The position will function as a liaison to facilitate the procurement process with central County departments that are involved in the procurement process including Office of Corporation Counsel, Office of the Comptroller, Community Business Development Partners, and the Department of Administrative Services Risk Management Division. The position will further develop, refine, and maintain a substantial Airport-wide contracts and procurement database. Among the position duties will also be utilizing procurement and contract related data to inform and enhance contractor performance.

Operating and Maintenance Supervisor Create

The Airport Division is experiencing difficulties with hiring for the existing Operating and Maintenance Supervisor vacancy. Previous efforts to recruit for the vacant position resulted in a limited pool of candidates. The requested create the position of HVAC Supervisor is intended to standardize positions and address equity issues within the County.

ALIGNMENT TO STRATEGIC PLAN

Describe how the item aligns to the strategic plan:

- 1A: Reflect the full diversity of the county at every level of County government
- 3B: Enhance the County’s fiscal health and sustainability.

FISCAL EFFECT

The increase in expense from the requested action will be absorbed within the Airport operating budget utilizing available aeronautical and non-aeronautical revenue. It is anticipated that the date of hire of the new positions will be mid-to-late year 2022.

POSITION INFORMATION

<u>Positions requested:</u>	<u>Pay Range</u>	<u>Annual Salary Range</u>
Accountant	25M	\$54,038.40 - \$61,422.40
Senior Accountant	28M	\$60,632.00 - \$70,428.80
Contracts Manager	901E	\$67,436.00 - \$98,703.00
HVAC Supervisor	5423	\$104,811.20

<u>Positions abolished:</u>	<u>Pay Range</u>	<u>Annual Salary Range</u>
Accountant 2	17	\$42,286.40 - \$47,902.40
Accountant 3	21	\$47,902.40 - \$55,307.20
Clerical Assistant 1 NR	03PM	\$38,308.00 - \$38,865.00
Operating & Maintenance Sup.	25M	\$54,038.40 - \$61,422.40

VIRTUAL MEETING INVITES

Brian Dranzik, Airport Director, MCDOT – Airport Division
James H. Martin, Director for Finance and Administration, MCDOT – Airport Division

PREPARED BY:

Julie Esch, Deputy Director, Milwaukee County Department of Transportation

APPROVED BY:

Donna Brown-Martin

Donna Brown-Martin, Director, Department of Transportation

CC: Kelly Bablitch, Chief of Staff, Milwaukee County Board of Supervisors
Janelle M. Jensen, Legislative Services Division Manager, Office of the County Clerk