

**COUNTY OF MILWAUKEE**  
Inter-Office Communication

Date: February 16, 2024

To: Marcelia Nicholson, Chairwoman, 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 Senior Analyst Budget and Management and abolishment of 1.0 FTE Budget Manager Aging

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 Senior Analyst Budget and Management in paygrade NR25 and abolish 1.0 FTE Budget Manager Aging in pay grade 915E.

**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 Senior Analyst Budget and Management is being requested for Aging and Disabilities Services within DHHS. This position will provide financial analysis, lead budget preparation, and compile quarterly and annual financial reports as required by state and federal funding. This classification is more consistent with other similar roles across DHHS than the Budget Manager Aging position that is being requested for abolishment.

**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 – 2,088 Hours</u>
Abolish	Budget Manager Aging	915E	\$73,706-\$95,777
Create	Senior Analyst Budget and Management	NR25	\$64,605-\$96,907

**VIRTUAL MEETING INVITES**

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**PREPARED BY:**

Matthew Fortman, Fiscal Administrator, Department of Health & Human Services

**APPROVED BY:**

*Shakita LaGrant-McClain*

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