

COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION

DATE: December 2, 2021

TO: Marcelia Nicholson, County Board Chairwoman

FROM: Aaron Hertzberg, Director, Department of Administrative Services

SUBJECT: Request to Abolish 1.0 FTE Mechanical Services Manager (916E) and Create 1.0 FTE Mechanical Services Manager (917E) in Department of Administrative Services-Facilities Management Division.

Request:

Department of Administrative Services (DAS) - Facilities Management Division (FMD) requests to abolish 1.0 FTE Mechanical Services Manager Pay Grade 916E and Create 1.0 FTE Mechanical Services Manager Pay Grade 917E.

Background:

The County Board approved a Building and Construction Trades compensation increase on March 9, 2021. The increase was required to raise Trade's compensation closer to market rates. The increases, however, created a deficiency as several Trades employee's increased hourly rates now exceed the hourly rate of the department manager (the Mechanical Services Manager). This request is needed to address this compensation deficiency.

The Mechanical Services Manager is responsible for supporting the facilitation of providing challenging and rewarding employment, and career development opportunities, through the communities we serve, in support of the County's mission, vision and values.

Fiscal Effect:

The Mechanical Service Manager (Pay Grade 916E) is budgeted at \$108,924 for 2022. The anticipated compensation level for hiring is \$110,827 (at the requested new Pay Grade 917E), resulting in a negative variance of \$1,903. However, the requested new Mechanical Services Manager (Pay Grade 917E) is anticipated be filled March 1, 2022, resulting in a pro-rated estimated cost of \$98,039 (salary + social security) for 2022. This results in a positive variance of \$10,885 for 2022.

In 2023, the DAS-FMD will absorb the estimated \$1,903 variance between the current Pay Grade (916E) and the requested Pay Grade (917E). The cost of the position (Pay Grade 917E) for 2023 is assumed at the full annual amount of \$110,827 (salary + social security).

Recommendation:

The DAS recommends that 1.0 FTE Mechanical Services Manager Pay Grade 916E be abolished, and 1.0 FTE Mechanical Services Manager Pay Grade 917E be created in the Department of Administrative Services, Facilities Management Division. There is no tax levy impact to this request.



Aaron Hertzberg Director, Department of Administrative Services