

-COUNTY OF MILWAUKEE-
INTEROFFICE COMMUNICATION

DATE : April 27, 2011

TO : Supervisor Lee Holloway, Chairman, Board of Supervisors

FROM : Cynthia Pahl, Interim Fiscal and Budget Administrator, Department of Administrative Services

SUBJECT : Request to Create two positions (1.0 FTE) of Administrative Secretary 1 – Office Assistant 1Hourly, County Board of Supervisors

REQUEST

The County Board of Supervisors has requested the creation two hourly positions (with a total FTE of 1.0) of Administrative Secretary 1 – Office Assistant 1Hourly.

BACKGROUND/ANALYSIS

The Board of Supervisors has one position of Administrative Secretary 3 – Office Assistant 3 which is currently vacant. That position had previously been underfilled at the level of Administrative Secretary 1. This position is responsible for reception functions, answering the main phone line for the Board and routing phone calls, maintaining and ordering supplies and other general clerical tasks.

Since the position has been vacant, the Board has used temporary help to staff the reception desk. Going forward, it has been determined that the position can be staffed with hourly employees, resulting in a savings in salary and benefit expenses.

FISCAL NOTE

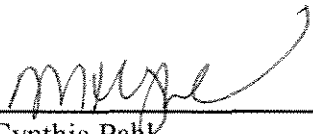
This abolish/create will result in annual salary and social security savings of \$6,744. Annual savings in active fringe benefit costs will amount to \$21,794, for a total saving of \$28,538. In 2011, assuming that hourly employees start June 1, savings would amount to \$16,647.

RECOMMENDATION

The Department of Administrative Services, Fiscal Affairs (DAS) recommends that the request to create two hourly positions of Administrative Secretary 1- Office Assistant 1 be approved.

Prepared by:

David Amenta
278-5330



Cynthia Pahl

Interim Fiscal and Budget Administrator, Department of Administrative Services

Pc: George Aldrich, Chief of Staff, County Executive's Office
Candace Richards, Director of Human Resources
Terry Cooley, Chief of Staff, Board of Supervisors
Stephen Cady, Fiscal and Budget Analyst, County Board
James Tate, Human Resources Analyst, DAS-HR

(ITEM) Request to create two positions (1.0 FTE) of Administrative Secretary 1 – Office Assistant 1 Hourly in the County Board of Supervisors.

A RESOLUTION

WHEREAS, the County Board of Supervisors has one position of Administrative Secretary 3 – Office Assistant 3 which functions as the main receptionist for the County Board offices, and

WHEREAS, the duties assigned to this position can be performed by two hourly positions of Administrative Secretary 1 – Office Assistant 1 Hourly, and

WHEREAS, the creation of these positions is being requested to enable the County Board to maintain open access to public while reducing expenses for personal services, now therefore

BE IT RESOLVED, that the following position actions are approved for the County Board of Supervisors effective May 30, 2011:

| | | No. of | Pay |
|---------------|-------------------------------------|------------------|--------------|
| <u>Action</u> | <u>Title</u> | <u>Positions</u> | <u>Range</u> |
| Abolish | Adm Secy 3 – Office Asst 3 | 1.0 | 9M |
| Create | Adm Secy 1 – Office Asst 1 (Hourly) | 2.0 | 6M |

MILWAUKEE COUNTY FISCAL NOTE FORM

DATE: 4/28/11

Original Fiscal Note

Substitute Fiscal Note

SUBJECT: Request to Create 1.0 FTE Administrative Secretary 1 – Office Assistant 1 Hourly, County Board of Supervisors _____

FISCAL EFFECT:

- | | |
|--|--|
| <input type="checkbox"/> No Direct County Fiscal Impact | <input type="checkbox"/> Increase Capital Expenditures |
| <input type="checkbox"/> Existing Staff Time Required | <input type="checkbox"/> Decrease Capital Expenditures |
| <input type="checkbox"/> Increase Operating Expenditures (If checked, check one of two boxes below) | <input type="checkbox"/> Increase Capital Revenues |
| <input type="checkbox"/> Absorbed Within Agency's Budget | <input type="checkbox"/> Decrease Capital Revenues |
| <input type="checkbox"/> Not Absorbed Within Agency's Budget | |
| <input checked="" type="checkbox"/> Decrease Operating Expenditures | <input type="checkbox"/> Use of contingent funds |
| <input type="checkbox"/> Increase Operating Revenues | |
| <input type="checkbox"/> Decrease Operating Revenues | |

Indicate below the dollar change from budget for any submission that is projected to result in increased/decreased expenditures or revenues in the current year.

| | Expenditure or Revenue Category | Current Year | Subsequent Year |
|-----------------------------------|--|---------------------|------------------------|
| Operating Budget | Expenditure | -16,647 | -28,538 |
| | Revenue | 0 | 0 |
| | Net Cost | -16,647 | -28,538 |
| Capital Improvement Budget | Expenditure | | |
| | Revenue | | |
| | Net Cost | | |

