

**COUNTY OF MILWAUKEE**  
DEPARTMENT OF HUMAN RESOURCES  
INTER-OFFICE COMMUNICATION

DATE : July 10, 2012

TO : Chairwoman Marina Dimitrijevic, County Board of Supervisors

FROM : Kerry J. Mitchell, Director of Human Resources 

SUBJECT: **Dual Fill of a Position – Human Service Worker (Bilingual Spanish) – DHHS  
Disabilities Services Division**

**REQUEST**

The Department of Health & Human Services-Disabilities Services Division (DSD) has requested authorization, in accordance with C.G.O. 17.14 (1), Payment for Full-time Employment, to dual fill one position of Human Services Worker (Bilingual Spanish) position, job code 56310, job grade (pay range) 16C. The request is until the individual is fully registered with the Office for Persons with Disabilities and/or until a regular appointment can be made to fill the vacancy.

**BACKGROUND**

The incumbent for this position has presented documentation of a medical restriction that prevents the individual from being able to perform the duties of the position. This individual has exhausted all sick, personal and vacation time and has not been to work more than one day per week since early 2012. The individual has been referred to the Milwaukee County Job Placement Coordinator in Milwaukee County's Office for Persons with Disabilities to identify an alternative county placement that meets his medical restrictions. Until such time that the individual is fully registered with the Office for Persons with Disabilities and/or until a regular appointment can be made to fill the vacancy, DHHS is seeking authorization to dual fill the position.

The duties of this position provide bilingual support to children and their families with significant disabilities seeking services in the Children's Services Unit of DSD. Failure to provide these bilingual services may limit access to these critical programs to non-English-

speaking families and may also limit compliance with State Medicaid Waiver program requirements which could lead to fiscal disallowances.

**RECOMMENDATION**

It is recommended that the request for dual fill for one position of Human Services Worker (Bilingual Spanish) position, job code 56310, job grade (pay range) 16C, be approved to ensure adequate staffing levels are met so that critical services to non-English-speaking families are not limited and that Milwaukee County is in compliance with the State Medicaid Waiver program.

**FISCAL IMPACT**

The incumbent has exhausted all sick, personal and vacation time in 2012, therefore, there would be no added salary or social security costs associated with this action. However, the additional active fringe cost is approximately \$9,202 assuming a start date of August 6, 2012 thru the end of the year. The department anticipates absorbing these additional costs through projected under spending in its services accounts and administrative revenue earned through DSD's Children's Programs.

KJM:jam

Cc: County Executive Chris Abele  
Amber Moreen, Chief of Staff, County Executive's Office  
Kelly Bablitch, Chief of Staff, County Board  
Supervisor Willie Johnson, Jr., Co-Chair, Finance, Personnel & Audit  
Supervisor David Cullen, Co-Chair, Finance, Personnel & Audit  
Steve Cady, Fiscal & Budget Analyst, County Board  
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Cynthia (CJ) Pahl, Assistant Fiscal & Budget Administrator, DAS-Fiscal  
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