

**COUNTY OF MILWAUKEE**  
INTEROFFICE COMMUNICATION

**DATE:** June 29, 2012

**TO:** Chairwoman Marina Dimitrijevic, County Board of Supervisors

**FROM:** Craig Kammholz, Fiscal and Budget Administrator, DAS – Admin and Fiscal Affairs

**SUBJECT:** Request to Abolish 1.0 FTE Accountant 3 and Create 1.0 FTE Accountant 4 in the Office of the Comptroller

**REQUEST**

The Office of the Comptroller is requesting to abolish 1.0 FTE Accountant 3 position and create 1.0 FTE Accountant 4 position.

**BACKGROUND**

In May 2011, the Department of Administrative Services (DAS) – Admin and Fiscal Affairs Division requested to reclass the position of the Accountant 4 to Accountant 3. At that time, a majority of the tasks of the Accountant 4 position had been assumed by another Accountant 4 position that had transferred to the Accounting Section through the 2011 Adopted Budget and that the remaining tasks would be more suitable for an Accountant 3 position.

In June of 2012, the Office of the Comptroller was created pursuant to 2011 Act 62 and the position of Accountant 3 was one of many transferred into the newly created Office of the Comptroller from DAS. The Comptroller has indicated that with the creation of the Office of the Comptroller, the responsibilities of the office have grown dramatically and that there is a greater need for a higher level accountant position given the additional responsibilities of the office. This position will be a resource to department staff on accounting procedures and will assist departments in meeting deadlines relating to year-end close. The position will also assist in preparation of audit workpapers for the final audit amongst other things.

**FISCAL NOTE**

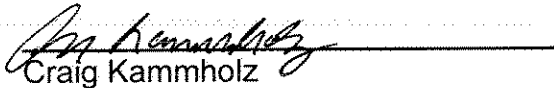
The estimated fiscal impact for the remainder of 2012 is a net tax levy increase of \$2,608. This estimate assumes salary, social security and active pension costs

based on step one of the pay range for each position for 8.5 pay periods of the year (assuming the position is filled as of pay period 20). The annualized cost at 2012 fringe benefit rates is \$7,977. Assuming the Accountant 4 is filled at a higher step, the actual cost would be greater.

### RECOMMENDATION

The Department of Administrative Services, Fiscal Affairs (DAS) recommends the request by the Office of the Comptroller to abolish 1.0 FTE Accountant 3 position and to create 1.0 FTE Accountant 4 position be approved.

Prepared by:  
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