

COUNTY OF MILWAUKEE
Inter-Office Communication

Date: 02/12/2024

To: Marcelia Nicholson, Chair, Milwaukee County Board of Supervisors

From: Joe Lamers, Office of Strategy, Budget, and Performance

Subject: Department of Administrative Services (DAS) requests to abolish 1.0 FTE Clerk Records Management position and create 1.0 FTE Administrative Assistant position in the Facilities Management Division (FMD)

File Type: Action Report

MCGO 17.05 and Wis. Stats 59.60(10), require the Office of Strategy, Budget, and Performance (SBP) to review departmental position create requests for need, appropriateness, and funding availability.

NEED AND APPROPRIATENESS

SBP concurs with the department report on the need and appropriateness of this position request.

FUNDING AVAILABILITY

The cost of this request will be absorbed within the department's existing salary budget. The department is responsible for managing their personal services budget and taking appropriate action to avoid a deficit. In the subsequent year requested budget, the department will include this position action inside their assigned tax levy target.

- Grant Revenue
- Other

ADDITIONAL INFORMATION

JOSEPH LAMERS

Joe Lamers, Director Office of Strategy, Budget, and Performance