

**REVISED**  
5/10/2011

**-COUNTY OF MILWAUKEE-  
INTEROFFICE COMMUNICATION**

DATE : May 10, 2011

TO : Supervisor Lee Holloway, Chairman, Board of Supervisors

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

SUBJECT : Request to Abolish 1.0 FTE Carpenter, 1.0 FTE Park Unit Coordinator 2, 1.0 FTE Park Unit Coordinator 1 and 1.0 FTE Regional Operations Manager; and Create 1.0 FTE Painter, 1.0 FTE Golf Services Manager and 1.0 FTE Clubhouse Concessions Manager

**REQUEST**

The Department of Parks, Recreation and Culture has requested the following position actions:

- The abolishment of 1.0 FTE Carpenter and creation of 1.0 FTE Painter.
- The abolishment of 1.0 FTE Park Unit Coordinator 1- Concessions upon creation and filling of 1.0 FTE Golf Services Manager.
- The abolishment of 1.0 FTE Park Unit Coordinator 2- Concessions upon creation and filling of 1.0 FTE Clubhouse Concessions Manager.
- The abolishment of 1.0 FTE Regional Operations Manager

**BACKGROUND/ANALYSIS**

The Department of Parks, Recreation and Culture has requested certain position actions to more accurately reflect the duties required of these positions and to improve operations. The Carpenter and Regional Operations Manager are vacant positions. The positions of Park Unit Coordinator 1- Concessions and Park Unit Coordinator 2- Concessions will be abolished upon the creation and filling of the newly created positions of Golf Service Manager and Clubhouse Concessions Manager.

Painter

The Department is requesting to abolish 1.0 FTE Carpenter position and create 1.0 FTE Painter position. The 2011 Adopted Budget funded 4.0 FTE Carpenter positions and 1.0 FTE Painter position. All of the positions except 1.0 FTE Carpenter are currently filled. The Department has been able to maintain standard operations with only three carpenters but has had difficulty operating with only one painter. Therefore, the Department would abolish 1.0 FTE Carpenter position and use the resulting savings to create and fund 1.0 FTE Painter position. This action results in an annual salary savings of approximately \$3,038.

Golf Services Manager

The Department is requesting the abolishment of 1.0 FTE Park Unit Coordinator 1- Concessions upon the creation and filling of 1.0 FTE Golf Services Manager. The current job description for the Park Unit Coordinator does not define the duties and responsibilities currently being performed by the incumbent according to the Department. The Department states that the incumbent is responsible for oversight of golf activities, including golf promotions, liaison to WPGA, pro shop supplies, golf kiosk locations and oversight of golf seasonal staff. These responsibilities are not accurately reflected in the current job description and therefore, a unique job classification is required. This results in an annual salary increase of approximately \$13,668.<sup>1</sup>

Clubhouse Concessions Manager

The Department is requesting the abolishment of 1.0 FTE Park Unit Coordinator 2 – Concessions upon the creation and filling of 1.0 FTE Clubhouse Concessions Manager. The current job description for the Park Unit Coordinator does not define the duties and responsibilities currently being performed by the incumbent according to the Department. The Department states that the incumbent is responsible for management and administration of the concessions served at 39 locations throughout the parks, equipment for clubhouse operations, cash registers and credit card machines, software associated with food and beverage sales, as well as supervision of seasonal staff. These duties are not accurately reflected in the current job description and therefore, a unique job classification is required. This results in an annual salary increase of \$10,571.<sup>1</sup>

Regional Operations Manager

The Department is requesting to abolish 1.0 FTE Regional Operations Manager. The savings from abolishing this position will offset the increase in salaries associated with the other position actions. This results in an annual salary savings of \$73,993.

**FISCAL NOTE**

This abolish/create request will result in a net annual salary, social security and benefit savings of \$82,776.<sup>2</sup> Assuming that employees start in pay period 14 of the current year, savings achieved in 2011 would be \$41,338.

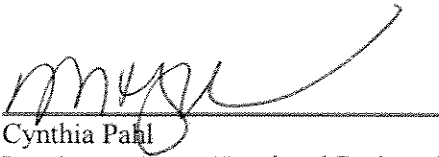
**RECOMMENDATION**

The Department of Administrative Services, Fiscal Affairs (DAS) recommends the abolishment of 1.0 FTE Carpenter and 1.0 FTE Regional Operations Manager; the abolishment of 1.0 FTE Park Unit Coordinator 2- Concessions upon the creation and filling of 1.0 FTE Clubhouse Concessions Manager; the abolishment of 1.0 FTE Park Unit Coordinator 1- Concessions upon the creation and filling of 1.0 FTE Golf Services Manager; and the creation of 1.0 FTE Painter.

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<sup>1</sup> The salaries of the new positions were calculated based on the pay ranges determined by the Department of Administrative Services – Human Resources Division and using the steps that the Parks Department assumes these positions will be filled at.

<sup>2</sup> This was calculated using the 2011 benefit rate. The salaries of the new positions were calculated based on the steps that the Parks Department estimated filling the new positions at.



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Cynthia Pahl

Interim Assistant 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  
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