

**COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION**

DATE : March 25, 2015

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

FROM : Charles Wikenhauser, Director, Zoological Department

SUBJECT : **Request to abolish one position of Administrative Specialist (Zoo) (Title Code 00097 Pay Grade 07P) and create one position of Contractor and Compliance Manager (Title Code New, Pay Range 31M)**

Request

The Zoo Director requests the abolishment of one vacant position of Administrative Specialist (Zoo) (Title Code 00097 Pay Grade 07P) and the creation of one position of Contractor and Compliance Manager (new position, pay range 31M).

Background

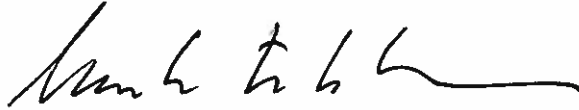
The position of Administrative Specialist (Zoo) has been vacant since the previous incumbent retired on January 30, 2015 after working for the Zoo for over 26 years. The duties of the position included processing payments for time and material contractors and has evolved over the years to include more responsibility in overseeing the contractors and conducting contract compliance reviews. The Administrative Specialist title is in the clerical series and no longer meets the needs of the Zoo and is being requested to be abolished.

The Zoo has identified a need to have a position that has the authority to handle contractors and be able to coordinate with other divisions at the Zoo. Creating a new position of Contractor and Compliance Manager fills this need. The Zoo handles over 1,400 work orders and deals with numerous time and material contractors which require the ability to make decisions without delaying the projects. The County is looking to roll-out a work authorization system in 2015 and this position is the perfect fit to oversee this system and streamline the work authorization process at the Zoo. In addition, this position will oversee the Safety and Training section and participate in all regulatory inspections. If corrective actions are needed, this position will be able to coordinate the needed updates in a timely manner. This position is needed to preserve and enhance the Zoo's assets and ensure quality service and product of delivery and guarantee that all safety accreditation standards are met.

The maximum annual fiscal impact of this request is \$25,687 for salary and social security costs and can be absorbed within the Zoo's 2015 salary budget.

Recommendation

The Zoo Director recommends abolishing the position of Administrative Specialist (Zoo) (Title Code 00097 Pay Grade 07P) and creating one position of Contractor and Compliance Manager (Title Code New Pay Range 31M).



Charles Wikenhauser
Director, Zoological Department

pc: Chris Abele, County Executive
Supervisor Willie Johnson, Co-Chair, Committee on Finance Personnel & Audit
Supervisor Theodore Lipscomb, Co-Chair, Committee on Finance, Personnel & Audit
Raisa Kulton, Chief of Staff, County Executive's Office
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Joshua Fudge, Fiscal and Budget Administrator
Daniel Laurila, Fiscal and Management Analyst, DAS-Fiscal Affairs
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