

**COUNTY OF MILWAUKEE**  
INTEROFFICE COMMUNICATION

**DATE** : February 17, 2017

**TO** : Theodore Lipscomb, Sr., Chairman, County Board of Supervisors

**FROM** : Steven Kreklow, Director, Office of Performance, Strategy and Budget,  
Department of Administrative Services

**SUBJECT** : Request to Create 3.0 FTE Positions in the District Attorney Office

**REQUEST:**

The District Attorney's Office requests the following position actions:

- Create 1.0 FTE Financial Manager, Job Code 02748, Pay Range M011;
- Create 1.0 FTE Management Assistant, Job Code 00174, Pay Range 06Z2;
- Create 1.0 FTE Witness Protection Analyst, Job Code 86153, Pay Range 19Z3

**BACKGROUND/ ANALYSIS**

The 2017 Recommended Budget for the District Attorney's office included the above position creates. During the amendment process the Milwaukee County Board of Supervisors removed the above positions from the District Attorney's operating budget and placed the money fully supporting each position in allocated contingency, and directed the departments re-submit the positions to the Finance and Audit committee.

The requested Financial Manager will be responsible for the District Attorney's State and County budgets; federal and state grants administration and compliance for the District Attorney's grant programs, all purchasing functions in Advantage and Marketplace Central; accounting Journal Vouchers, fund transfers, fiscal forecasts and reports, and oversight of all state and county accounting, auditing, and payroll functions relating to the District Attorney's office. Existing staff cannot assuming the responsibilities, in addition to the duties currently performed.

The Management Assistant will be responsible for contracts administration in DocuSign, County Board reports and action items in Legistar, District Attorney records retention and destruction, administration of District Attorney grant programs, public records request, subpoenas and court orders for District Attorney records, and State and County personnel administration. This position is critical because historically these functions have been completed by state employees. Due to anticipated retirements, State employees will no longer be able to complete these functions. The adopted 2017 budget put resources into contingency for a position at pay range 06Z2, the same pay range their current 2.0 FTE Management and Assistant positions. The recommendation is for a third Management Assistant, at the same pay range 06Z2, instead of the Administrative Assistant position.

The Witness Protection Analyst, will expand the existing capacities of the Maurice V. Pulley, Jr., Witness Protection Program. Continued growth in case referral and jail inmates' telecommunications disallows for preemptive screening of serious felony cases for intimidation by existing staff. The position will increase the ability of the unit to prevent, detect, and investigate witness intimidation. The position will enhance the integrity of the criminal justice system and bolster trust with citizens.

## FISCAL NOTE

Creation of the three new positions would increase expenses by \$210,588. This money was placed into contingency through amendment.

<b>Position Requested</b>	<b>Cost</b>
Financial Manager	\$92,634
Management Assistant	\$56,422
Witness Protection Analyst	\$61,532
<b>Total (includes fringe)</b>	<b>\$210,588</b>

## RECOMMENDATION

The Department of Administrative Services – Performance, Strategy and Budget recommends that the request to create 3.0 FTE: one Financial Manager, one Management Assistant, and one Witness Protection Analyst, be approved.



Steven Kreklow, Director  
Office of Performance, Strategy and Budget  
Department of Administrative Services

*(Prepared by: Joshua Scott, Budget and Management Analyst, Office of Performance, Strategy and Budget, Department of Administrative Services)*

Cc: Chris Abele, Milwaukee County Executive  
Raisa Koltun, Chief of Staff, Office of the County Executive  
Kelly Bablitch, Chief of Staff, County Board  
Peggy West, Chair Finance Committee  
Sheldon Wasserman, Co-chair, Finance Committee  
John Chisholm, District Attorney  
James Martin, Deputy District Attorney  
Steve Cady, Research and Policy Director  
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