

-COUNTY OF MILWAUKEE-
INTEROFFICE COMMUNICATION

DATE : March 27, 2013

TO : Supervisor Marina Dimitrijevic, Chairwoman, Board of Supervisors

FROM : Craig Kammholz, Fiscal and Budget Administrator, DAS-Fiscal

SUBJECT : Request to abolish 1.0 FTE Clerical Specialist Parks position (Title Code 01297, pay range 05P) and create 1.0 FTE Parks POS Specialist position (Title Code TBD, pay range 20).

REQUEST

The Department of Parks, Recreation, and Culture (Parks) is requesting to abolish 1.0 FTE Clerical Specialist Parks position (Title Code 01297, pay range 05P) in the Concessions Division and create 1.0 FTE Parks Point of Sale (POS) Specialist position (Title Code TBD, pay range 20) in the aquatics division.

BACKGROUND/ANALYSIS

The Concessions Division of the Parks Department is responsible for operation and oversight of concession facilities at various park locations throughout the County. The division generates approximately \$1.5 million of revenue annually.

The position description of Clerical Specialist Parks does not reflect the duties required by the current position in the Concessions Division. Clerical Specialists are responsible for clerical and administrative duties including document processing, record keeping, and report compilation. The current position performs duties such as payroll processing, point of sale support, technology support, tracking financial information for the Concessions Division, and analyzing operating functions the division. According to the Job Evaluation Questionnaire, approximately 50% of the time of the Parks POS Specialist will be spent providing analytical support to the Chief of Recreation and the Assistant Chief of Recreation Business Operations.

Approval of the requested action would properly align the position with the actual duties performed.

RECOMMENDATION

The Department of Administrative Services, Fiscal Affairs recommends that the request to abolish 1.0 FTE Clerical Specialist Parks upon vacancy and create 1.0 FTE Parks POS Specialist position be approved.

FISCAL NOTE

Approval of this request will result in a net annual salary, social security, and benefit cost increase of \$560. Assuming that the Parks POS Specialist position is filled at the start of pay period 17 in 2013 at step 1 of the pay range, the current year fiscal impact is a cost increase of \$216.

Prepared by:
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Craig Kammholz
Fiscal and Budget Administrator

cc: Chris Abele, County Executive
Supervisor Willie Johnson Jr., Co-Chair, Finance, Personnel & Audit Committee
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