

-COUNTY OF MILWAUKEE-
INTEROFFICE COMMUNICATION

DATE : March 28, 2014

TO : Supervisor Marina Dimitrijevic, Chairwoman, Board of Supervisors

FROM : Josh Fudge, Director, Office of Performance, Strategy, and Budget

SUBJECT : Request to create 1.0 FTE Payroll Systems Coordinator (Title Code TBD, Pay Range 30M (\$58,532-\$69,906)), and abolish 1.0 FTE Payroll Assistant (Title Code 00001541, Pay Range 04P (\$30,037-\$38,519)).

REQUEST

The Office of the Comptroller (Comptroller) is requesting authority to create 1.0 FTE Payroll Systems Coordinator (Title Code TBD, Pay Range 30M (\$58,532-\$69,906)), and abolish 1.0 FTE Payroll Assistant (Title Code 00001541, Pay Range 04P (\$30,037-\$38,519)) in its payroll division.

BACKGROUND/ANALYSIS

The Comptroller is requesting this position action to increase the professional capabilities of the payroll section due to an unanticipated increase in technical reporting assistance required by County departments since the consolidation of payroll staff. The more professional and technical duties of the newly created position include:

- Assisting Payroll Manager in addressing payroll system demands and assisting in the systems oversight of payroll processing.
- Providing technical and reporting assistance to countywide personnel and will assist in Ceridian payroll enhancements and updates.
- Providing technical and reporting assistance on a County-wide basis to countywide personnel involved in the payroll process.
- Preparing reports / compile summaries as requested by HR, Finance, auditors, etc.
- Developing ad hoc reports.
- Identifies and resolves technological issues within the Ceridian system, coordinating with the IMSD team and Ceridian.
- Assisting in implementation of county-wide Ceridian enhancements and upgrades.

The Comptroller indicates it is necessary to fill this position during the spring so that the incumbent is trained and ready to assist with time and attendance conversion work in July.

RECOMMENDATION

The Department of Administrative Services, Office of Performance, Strategy, and Budget recommends that the request to create 1.0 FTE Payroll Systems Coordinator and Abolish 1.0 FTE Payroll Assistant be approved.

FISCAL NOTE

Approval of this request will result in a net annual salary, social security, and benefit cost increase of \$24,731 in 2014, assuming the Payroll Systems Coordinator is filled at the start of pay period 13 in 2014 at step 3 (the midpoint) of the pay range. The Comptroller indicates that the current year cost can be absorbed within existing appropriations due to vacancies in other areas.

Josh Fudge
Director of Performance, Strategy, and Budget

cc: Chris Abele, County Executive
Supervisor Willie Johnson Jr., Co-Chair, Finance, Personnel & Audit Committee
Supervisor David Cullen, Co-Chair, Finance, Personnel & Audit Committee
Scott Manske, Milwaukee County Comptroller