

**MILWAUKEE COUNTY FISCAL NOTE FORM**

**DATE:** February 16, 2023

Original Fiscal Note

Substitute Fiscal Note

**SUBJECT:** From the Chief Human Resources Officer, Margo Franklin, requesting authorization to abolish 1.0 FTE Human Resources Business Partner, Pay Grade 32M, and create 1.0 FTE Human Resources Generalist, Pay Grade 22.

**FISCAL EFFECT:**

- |  |  |
|--|--|
| <input type="checkbox"/> No Direct County Fiscal Impact  | <input type="checkbox"/> Increase Capital Expenditures |
| <input type="checkbox"/> Existing Staff Time Required  | <input type="checkbox"/> Decrease Capital Expenditures |
| <input type="checkbox"/> Increase Operating Expenditures<br>(If checked, check one of two boxes below) | <input type="checkbox"/> Increase Capital Revenues     |
| <input type="checkbox"/> Absorbed Within Agency's Budget   | <input type="checkbox"/> Decrease Capital Revenues     |
| <input type="checkbox"/> Not Absorbed Within Agency's Budget   |  |
| <input checked="" type="checkbox"/> Decrease Operating Expenditures                                    | <input type="checkbox"/> Use of contingent funds       |
| <input type="checkbox"/> Increase Operating Revenues   |  |
| <input type="checkbox"/> Decrease Operating Revenues   |  |

*Indicate below the dollar change from budget for any submission that is projected to result in increased/decreased expenditures or revenues in the current year.*

	<b>Expenditure or Revenue Category</b>	<b>Current Year</b>	<b>Subsequent Year</b>
<b>Operating Budget</b>	Expenditure	(\$23,512)	\$0
	Revenue	\$0	\$0
	Net Cost	(\$23,512)	\$0
<b>Capital Improvement Budget</b>	Expenditure	\$0	\$0
	Revenue	\$0	\$0
	Net Cost	\$0	\$0

## DESCRIPTION OF FISCAL EFFECT

In the space below, you must provide the following information. Attach additional pages if necessary.

- A. Briefly describe the nature of the action that is being requested or proposed, and the new or changed conditions that would occur if the request or proposal were adopted.
- B. State the direct costs, savings or anticipated revenues associated with the requested or proposed action in the current budget year and how those were calculated. <sup>1</sup> If annualized or subsequent year fiscal impacts are substantially different from current year impacts, then those shall be stated as well. In addition, cite any one-time costs associated with the action, the source of any new or additional revenues (e.g. State, Federal, user fee or private donation), the use of contingent funds, and/or the use of budgeted appropriations due to surpluses or change in purpose required to fund the requested action.
- C. Discuss the budgetary impacts associated with the proposed action in the current year. A statement that sufficient funds are budgeted should be justified with information regarding the amount of budgeted appropriations in the relevant account and whether that amount is sufficient to offset the cost of the requested action. If relevant, discussion of budgetary impacts in subsequent years also shall be discussed. Subsequent year fiscal impacts shall be noted for the entire period in which the requested or proposed action would be implemented when it is reasonable to do so (i.e. a five-year lease agreement shall specify the costs/savings for each of the five years in question). Otherwise, impacts associated with the existing and subsequent budget years should be cited.
- D. Describe any assumptions or interpretations that were utilized to provide the information on this form.

- A. Human Resources requests the abolishment of 1.0 FTE Human Resources Business Partner and the creation of 1.0 FTE Human Resources Generalist.
- B. Direct costs for the current year would be \$0 to the County. There is a \$23,512 decrease of moving 1.0 HR Business Partner to a HR Generalist. HR Business Partner and HR Generalist salaries are \$80,288 and \$56,776 respectively. There is no additional funding being requested to cover the cost of the new position create.

It is assumed that the created position would be hired with 19 pay periods remaining (April 3). Assuming a mid-range salary of \$56,776 (excluding fringe) hiring with 19 pay periods remaining would come at a cost of roughly \$41,490 for the remainder of 2023. In future years the decrease would be covered through the budget process.

- C. The impacts for 2023 are a decrease in personnel costs of \$23,512 annually. Assuming the position is hired at mid-range as pointed out above, with 19 pay periods remaining (April 3), the impact in 2023 is about \$41,490.
- D. Assumptions include: hired at \$56,776, not hired prior to April 3, 2023. In future years the cost decrease will be included in the annual budget process.

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<sup>1</sup> If it is assumed that there is no fiscal impact associated with the requested action, then an explanatory statement that justifies that conclusion shall be provided. If precise impacts cannot be calculated, then an estimate or range should be provided.

<sup>2</sup> Community Business Development Partners' review is required on all professional service and public work construction contracts.

Department/Prepared By \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Did SBP Fiscal Staff Review?  Yes  No

Did CBDP Review?<sup>2</sup>  Yes  No  Not Required