

**COUNTY OF MILWAUKEE**  
**INTEROFFICE COMMUNICATION**

**Date:** March 28, 2014

**To:** Marina Dimitrijevic, Chairwoman, Milwaukee County Board of Supervisors

**From:** Josh Fudge, Director, Office of Performance, Strategy and Budget; Department of Administrative Services

**Subject:** Funding Mechanism for Human Resources Positions

**Issue**

In the March County Board Committee cycle, the Department of Human Resources (DHR) requested, and the Department of Administrative Services – Office of Performance, Strategy and Budget (DAS-PSB) approved a fund transfer of \$126,674 from the Appropriation for Contingencies to fund three positions that DHR views as critical to their operations. The Committee on Finance, Personnel and Audit has requested that an alternate funding mechanism for these positions be considered. The attached resolution would allocate funding from identified savings due to vacancies, and approve the creation of 4.0 FTE positions included in the phase II position creation report related to the 2014 Adopted Budget.

**Analysis**

The three positions that DHR requests funding for are 2.0 FTE Management Assistant – Human Resources (also referred to as Human Resources Information System (HRIS) Assistants), title code 00000019, pay grade 06PM, and 1.0 FTE Employee Relations Director, title code 00076520, pay grade 902E. Funding for these positions was included in the 2014 County Executive’s Recommended Budget; however this funding was eventually eliminated in the Adopted Budget.

The DHR views all three as being critical to the functioning of their office, and the Office of the Comptroller has indicated support for the data entry positions due to critical integrity issues related to multiple employee data access points (see attached letter). Based on a review of DHR’s year-to-date salary expenditures relative to the budget, DHR does not have sufficient resources to hire these three positions. It is estimated that if the attached resolution is approved on April 24, and the three positions are hired as of May 24, the total salary and social security costs would be approximately \$105,500.

DAS-PSB has analyzed available resources in other departments to determine if funding is available to allow DHR to hire these three positions. Based on this analysis and the available timeframe, the following resources could be made available to DHR:

1. Facilities Director Vacancy: The position of Facilities Director in the Facilities Management Division of the Department of Administrative Services (DAS-FM) is

presently vacant. The Executive Director, Administrative Services indicates that a candidate for this position has recently rejected the appointment due to uncertainty over the pay grade (903E). Therefore, this position is now likely to be vacant for at least two to three more months. Assuming the position is not hired until June 1, salary and social security savings of \$40,600 are available to transfer to DHR.

2. Facilities Maintenance Coordinator Vacancy: The position of Facilities Maintenance Coordinator in DAS-FM is also vacant. The Executive Director, Administrative Services indicates that a candidate for this position recently informed DAS-FM that he was staying in his present employment, and as a result this position must be re-solicited. Assuming the position is not hired until June 1, salary and social security savings of \$36,500 are available to transfer to DHR.
3. Economic Development Project Managers: Three new project management positions were created and funded in the 2014 Adopted Budget; however these positions have not yet been authorized for creation. Since they have been vacant for the first three months of 2014, approximately \$5,000 in salary and social security savings are available to transfer to DHR.
4. Contract Manager, DAS-Procurement: One new position of Contract Manager was created and funded in the 2014 Adopted Budget; however this position has not yet been authorized. Since the position has been vacant for the first three months of 2014, approximately \$10,000 in salary and social security savings are available to transfer to DHR.
5. Accountant, Office of the Comptroller: One accountant position has been vacant for the first quarter of the year; therefore, approximately \$10,000 in salary and social security savings are available to transfer to DHR.
6. Budget Analyst, DAS-Fiscal Affairs: One new position of Budget Analyst was created and funded to administer the collections program; however this position has not yet been authorized. Since the position has been vacant for the first three months of 2014, approximately \$3,400 is available to transfer to DHR.

The available salary and social security resources above total \$105,500, which is the estimated amount necessary to fill the positions in DHR, as noted previously.

Because State Statute prevents inter-departmental fund transfers until the fourth quarter of the year, the attached resolution would create a policy directive requiring DAS-PSB to implement a fund transfer on October 1, 2014 to move the resources identified above to DHR in order to offset the anticipated cost of the three positions.

The resolution would also approve the creation of 4.0 FTE positions that were funded in the 2014 Adopted Budget and were included in the phase II position creation report: 2.0 FTE Economic Development Project Manager and 1.0 FTE Associate Economic Development Project

Manager positions in the Economic Development Division of the Department of Administrative Services (DAS-Economic Development), and 1.0 FTE Budget Analyst in DAS-PSB.

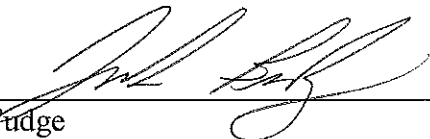
**Recommendation**

It is recommended that DHR be allowed fill the three positions listed above (2.0 FTE HRIS Specialist, 1.0 FTE Employee Relations Manager) in a way that does not require any additional funds other than the \$105,500 estimated cost above. Assuming this action results in a forecasted salary and social security deficit in DHR, DAS-PSB will implement a fund transfer in the fourth quarter of 2014 that would move the salary and social security resources identified above into DHR.

It also recommended that 2.0 FTE Economic Development Project Manager and 1.0 FTE Associate Economic Development Project Manager positions be created in DAS-Economic Development, and 1.0 FTE Budget Analyst be created in DAS-Fiscal Affairs.

**Fiscal Impact**

There is no fiscal impact of this action. This resolution recommends the future transfer of available surpluses and creates 4.0 FTE positions that are funded in the 2014 Adopted Budget.



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Josh Fudge  
Director, Office of Performance, Strategy & Budget

Attachment

CC:  
Scott Manske, Milwaukee County Comptroller  
Don Tyler, Executive Director, Administrative Services  
Kerry Mitchell, Chief Human Resources Officer

