

COUNTY OF MILWAUKEE
Inter-Office Communication

Date: 02/15/2024

To: Marcelia Nicholson, Chair, Milwaukee County Board of Supervisors

From: Daniel Laurila, Office of Strategy, Budget, and Performance

Subject: The Office of the County Clerk requests to create 1.0 FTE Administrative Secretary Legislative Assistant III (Pay Grade NR18)

File Type: Action Report

MCGO 17.05 and Wis. Stats 59.60(10), require the Office of Strategy, Budget, and Performance (SBP) to review departmental position create requests for need, appropriateness, and funding availability.

NEED AND APPROPRIATENESS

SBP concurs with the department report on the need and appropriateness of this position request.

FUNDING AVAILABILITY

- The cost of this request will be absorbed within the department's existing salary budget. The department is responsible for managing their personal services budget and taking appropriate action to avoid a deficit. In the subsequent year requested budget, the department will include this position action inside their assigned tax levy target.
- Grant Revenue that expires _____
- Other

ADDITIONAL INFORMATION

Per Departmental Memo regarding File # 24-269, "Funds for 2024 to cover the position are requested to be provided through an allocation of \$43,718 from Agency 194-1945 – Appropriation for Contingencies..."

Of the \$43,718 allocation from contingencies, \$40,611 will cover salary costs for the position, and \$3,107 will cover social security costs.