

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

DATE : April 26, 2012

TO : Marina Dimitrijevic, Chair, County Board of Supervisors

FROM : Craig Kammholz, Fiscal and Budget Administrator, Department of Administrative Services

SUBJECT : Request to Create Park Worker IV and Park Worker V Seasonal Positions and Create a 3 Step Pay System for Park Worker I – V Seasonal Positions

**REQUEST**

The Department of Parks, Recreation and Culture (Parks) has requested the creation of Park Worker IV and Park Worker V Seasonal positions and create a career ladder pay step system (3 steps per position) for the positions of Park Worker Seasonal I – V.

**BACKGROUND/ANALYSIS**

Parks currently has three levels of Park Worker Seasonal employees with one pay step per position. Parks has requested the creation of a three pay steps within each position and to create two additional positions of Park Worker IV and Park Worker V. This change is modeled after the Zoo's seasonal staff structure. Currently the Zoological Department has positions of Zoo Worker I – Zoo Worker VI with three steps per position.

The additional positions and multiple steps within each position would create a career ladder for seasonal staff returning to work in Parks for multiple years. Parks staff intends to start new hires at step 1 and those returning for a second season would begin at step 2, with the potential to receive a raise to step 3 after working 500 hours.

Each Park Worker Seasonal position has varying minimum qualifications depending on the level of the position. The higher classifications within the ladder (IV – V) would be required to perform higher skilled duties such as operating small power equipment, assisting in training Park Work Seasonal I – III seasonal staff and assisting in fee collection at various Park facilities.

**FISCAL NOTE**

The creation of a new classification of Park Worker Seasonal (I - V) will result in no additional tax levy cost as Parks staff has indicated it will not exceed the department's allocated dollars for seasonal staff from the 2012 Adopted Budget.

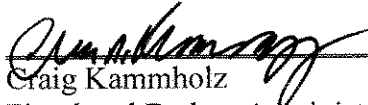
Parks staff anticipates that the creation of three steps within each position will generate additional seasonal work hours, without increasing the appropriation for seasonal staff from the 2012 Adopted Budget. This is because the existing pay ranges for Seasonal Park Workers have only one step, so that a seasonal who advances would receive a raise of

either \$1.68 or \$1.79 per hour; whereas the new pay ranges will have steps that provide increases of 25 cents per hour. By providing less costly advances, the savings can be used to hire additional seasonal workers.

## RECOMMENDATION

The Department of Administrative Services, Fiscal Affairs (DAS) recommends the creation of a new position of Park Worker Seasonal be approved with classifications of Park Work Seasonal I, Park Work Seasonal II, Park Work Seasonal III, Park Work Seasonal IV and Park Work Seasonal V comprising the career ladder for the position. DAS – Fiscal also recommends the reallocation of pay ranges 5101, 5102, 5108, 5109 and 5110 to three steps per pay range be approved.

Prepared by:  
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Craig Kammholz

Fiscal and Budget Administrator, Department of Administrative Services

Pc: Chris Abele, County Executive  
Amber Moreen, Chief of Staff, County Executive's Office  
Kerry Mitchell, Director of Human Resources  
Kelly Bablitch, Chief of Staff, Board of Supervisors  
Stephen Cady, Fiscal and Budget Analyst, County Board  
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