

COUNTY OF MILWAUKEE  
Inter-Office Communication

Date: May 21, 2025

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

From: Kent Lovern, District Attorney, District Attorney’s Office

Subject: District Attorney requests to abolish 1.0 FTE Fiscal Assistant 2 (NR15) and 1.0 FTE Business Development Analyst (NR27) positions and create 2.0 FTE Data Specialist(s) (NR26)

File Type: Action Report

**REQUEST**

A request from the District Attorney, to abolish a Fiscal Assistant 2 in pay grade NR15 (\$17.69 - \$26.54/hour) and Business Development Analyst in paygrade NR 27 (\$35.60 - \$53.40/hour). Then create two new Data Specialists in pay grade NR26 (\$33.58 - \$50.37/hour). The District Attorney’s Office does not expect this action to have an effect on our overall budget.

**POLICY**

The maximum number of positions and/or the maximum number of employee hours in a given classification are approved as part of the annual adopted budget. Changes to the authorized number of positions outside of the budget process require approval by the Milwaukee County Board of Supervisors.

Wisconsin State Statutes:	Wis Stats 59.17
Milwaukee County Code of General Ordinances:	MCGO 17.05(1)
Specific Adopted Budget:	2025 Adopted Budget

**BACKGROUND**

The District Attorney’s Office is requesting to abolish a Fiscal Assistant 2 and a Business Development Analyst position to create two new Data Specialist positions. With the continued transition of the DA's office to a paperless office, and with the increase in processing the State's discovery obligations, the Data Specialist roles are needed to maintain and manage the digital discovery system, in addition to our State case management program.

The influx of digital discovery continues to increase and the two new individuals are the individuals that coordinate the download and storage of the digital data. In 2024 the

District Attorney's Office brought in approximately 1,736,300 pieces of digital evidence, and this number appears to be increasing for 2025. These two positions would also be responsible for the management of our internal data systems. These internal systems help to gather statistics and explain the workload and the type of work done by the District Attorney's Office.

The 2025 budget included four total Financial Department personnel. The Fiscal Assistant 2 position has been vacant for several months, and the responsibilities of that position have been successfully and efficiently distributed to an Accountant III and a Clerical Assistant. Additionally, the 2025 budget included the Business Development Manager position. The Business Development Manager has been promoted to IT Manager, and the IT Manager maintains the strategic relationships she developed during her tenure in her previous position. She has also determined that for her department to run efficiently, Data Specialists are necessary to control the proper management of the electronic discovery and data management systems of the District Attorney's Office.

### **ALIGNMENT TO STRATEGIC PLAN**

Adequate staffing, at the appropriate level, is essential to ensure that we can continue determining what, where, and how we deliver services to advance health equity. To that end, this request aligns with Provision 2A of the County's strategic plan.

### **FISCAL EFFECT**

A fiscal note is attached. We expect that the abolish and creation of these positions will be cost neutral.

### **POSITION INFORMATION**

<u>Action</u>	<u>Title</u>	<u>Pay Range</u>	<u>Annual Salary Range – 2088 Hours</u>
Abolish	Fiscal Assistant 2	NR15	\$36,795.20 - \$55,203.20 (\$17.69 - \$26.54/hour)
Abolish	Business Development Analyst	NR 27	\$74,048 - \$111,072 (\$35.60 - \$53.40/hour)
Create	Data Specialist	NR 26	\$69,846.40 - \$104,769.60 (\$33.58 - \$50.37/hour)
Create	Data Specialist	NR 26	\$69,846.40 - \$104,769.60 (\$33.58 - \$50.37/hour)

### **VIRTUAL/HYBRID MEETING INVITES**

Kent Lovern, District Attorney (kent.lovern@da.wi.gov)


Sara N.V. Sadowski, Deputy District Attorney (sara.sadowski@da.wi.gov)

Anna Thomas, Financial Manager (anna.thomas@da.wi.gov)

**PREPARED BY:**

Sara N.V. Sadowski, Deputy District Attorney

**APPROVED BY:**

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Kent Lovern, District Attorney      5/21/2025

**ATTACHMENTS:**

Department Resolution  
Department Fiscal Note  
Human Resources Report  
DAS-Strategy, Budget & Performance Report

cc:      Kelly Bablitch, Chief of Staff, Milwaukee County Board of Supervisors  
         Janelle M. Jensen, Legislative Services Division Manager, Office of the County Clerk