

**COUNTY OF MILWAUKEE  
INTEROFFICE COMMUNICATION**

**DATE:** July 30, 2021

**TO:** Marcelia Nicholson, Chairwoman, County Board of Supervisors

**FROM:** Joseph Lamers, Director, Office of Performance, Strategy and Budget,  
Department of Administrative Services

**SUBJECT:** Request to create 2.0 FTE Housing Program Assistant positions in Section 8 Housing Choice Voucher Program (HCV) within the Housing Division of the Department of Health and Human Services (DHHS).

**Request**

The Department of Health and Human Services (DHHS) is requesting to create 2.0 FTE Housing Program Assistant positions.

**Background**

The Housing Division is requesting 2.0 additional Housing Program Assistant positions for its Section 8 Housing Choice Voucher Program (HCV) due to an increased volume of vouchers, lease-up rate, and responsibilities. According to DHHS, the new positions will be responsible for certification, processing, and leasing of the additional vouchers and would allow maximum utilization of the program to lease eligible applicants to receive rental assistance through the program.

The 2.0 new positions of Housing Program Assistant will be funded entirely by increased HUD Administrative fees and therefore will not have any impact on the tax levy.

**Fiscal Impact**

The annual salary for the 2.0 FTE Housing Program Assistants will be funded from increased HUD revenues.

<b>Action</b>	<b>Title</b>	<b>No. of Positions</b>	<b>Title Code</b>	<b>Pay Grade</b>
Create	Housing Program Assistant	2.0 FTE	8021	16Z3 (\$40,103-47,895 annually)

**Recommendation**

The Department of Administrative Services – Performance, Strategy, and Budget recommends that 2.0 FTE Housing Program Assistant positions be created in the Housing Division of DHHS.

JOSEPH LAMERS

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Joseph Lamers, Director  
Office of Performance, Strategy and Budget  
Department of Administrative Services