



Milwaukee County
Department of Human Resources

DATE: March 28, 2013

TO: Marina Dimitrijevic, Chairwoman, Milwaukee County Board of Supervisors

FROM: Rick Ceschin, Deputy Director, Department of Human Resources and Secretary of the Civil Service Commission RAC

SUBJECT: Request to revise Civil Service Rule IV, Section 5 relating to probation of employees.

Issue

As provided in Chapter 33.05(1) of the Milwaukee County Code of General Ordinances, modifications or amendments to existing civil service rules shall be referred to the County Board for consideration prior to the item being considered by the Civil Service Commission.

The Department of Parks, Recreation and Culture, on behalf of both Parks and the Department of Transportation, is requesting that the Civil Service Commission amend Civil Service Rule IV, Section 5, to extend the probationary period for the position of Parks/Highway Maintenance Worker to one year (2,080 straight time hours) from the initial date of hire for persons hired after the effective date of the rule change.

Background

The Parks/Highway Maintenance Worker position is shared between Parks and the Highway Division of the Department of Transportation - the position reports to Parks for 33 weeks in temperate months and Highways for 19 weeks over the winter.

The probationary period for most classified positions is 1,040 straight time hours. However, due to the variable nature of the Parks/Highway Maintenance Worker position, a six-month probation is insufficient to properly assess the individual's ability to fulfill the duties and responsibilities in each function.

Recommendation

The Director, Department of Human Resources, recommends that the request of Parks, on behalf of Parks and DOT, be approved.

(ITEM) From the Director, Department of Human Resources, recommending adoption of a resolution approving of a requested amendment to Civil Service Rule IV, Section 5 relating to the probationary period for Parks/Highway Maintenance Worker positions.

A RESOLUTION

WHEREAS, pursuant to Chapter 33.05(1) of the Milwaukee County Code of General Ordinances, modifications or amendments to existing civil service rules shall be referred to the County Board for consideration prior to the item being considered by the Civil Service Commission; and

WHEREAS, the Department of Parks, Recreation and Culture, on behalf of both Parks and the Department of Transportation, is requesting that the Civil Service Commission amend Civil Service Rule IV, Section 5, to extend the probationary period for the position of Parks/Highway Maintenance Worker to one year (2,080 straight time hours) from the initial date of hire; and

WHEREAS, the Parks/Highway Maintenance Worker position is shared between Parks and the Highway Division of the Department of Transportation - the position reports to Parks for 33 weeks in the temperate seasons and Highways for 19 weeks over the winter; and

WHEREAS, the probationary period for most classified positions is 1,040 straight time hours; however, due to the variable nature of the Parks/Highway Maintenance Worker position, a six-month probation is insufficient to properly assess the individual's ability to fulfill the duties and responsibilities in each function; and

WHEREAS, the proposed change in probationary period would apply only to persons hired after the effective date of the rule change; and

WHEREAS, the Director, Department of Human Resources has reviewed the request and recommends approval of the amendment request to both the County Board and the Civil Service Commission; now, therefore,

BE IT RESOLVED, that the Milwaukee County Board of Supervisors hereby approves of the recommended change to Civil Service Rule IV, Section 5, to increase the probationary period for the position of Parks/Highway Maintenance Worker from 1,040 straight time hours to 2,080 straight time hours.

MILWAUKEE COUNTY FISCAL NOTE FORM

DATE: March 28, 2013

Original Fiscal Note

Substitute Fiscal Note

SUBJECT: A resolution approving of a requested amendment to Civil Service Rule IV, Section 5 relating to probation of Parks/Highway Maintenance Worker positions.

FISCAL EFFECT:

- | | |
|--|--|
| <input checked="" type="checkbox"/> No Direct County Fiscal Impact | <input type="checkbox"/> Increase Capital Expenditures |
| <input type="checkbox"/> Existing Staff Time Required | <input type="checkbox"/> Decrease Capital Expenditures |
| <input type="checkbox"/> Increase Operating Expenditures
(If checked, check one of two boxes below) | <input type="checkbox"/> Increase Capital Revenues |
| <input type="checkbox"/> Absorbed Within Agency's Budget | <input type="checkbox"/> Decrease Capital Revenues |
| <input type="checkbox"/> Not Absorbed Within Agency's Budget | |
| <input type="checkbox"/> Decrease Operating Expenditures | <input type="checkbox"/> Use of contingent funds |
| <input type="checkbox"/> Increase Operating Revenues | |
| <input type="checkbox"/> Decrease Operating Revenues | |

Indicate below the dollar change from budget for any submission that is projected to result in increased/decreased expenditures or revenues in the current year.

	Expenditure or Revenue Category	Current Year	Subsequent Year
Operating Budget	Expenditure	\$0	\$0
	Revenue	\$0	\$0
	Net Cost	\$0	\$0
Capital Improvement Budget	Expenditure	\$0	\$0
	Revenue	\$0	\$0
	Net Cost	\$0	\$0

DESCRIPTION OF FISCAL EFFECT

In the space below, you must provide the following information. Attach additional pages if necessary.

- A. Briefly describe the nature of the action that is being requested or proposed, and the new or changed conditions that would occur if the request or proposal were adopted.
- B. State the direct costs, savings or anticipated revenues associated with the requested or proposed action in the current budget year and how those were calculated.¹ If annualized or subsequent year fiscal impacts are substantially different from current year impacts, then those shall be stated as well. In addition, cite any one-time costs associated with the action, the source of any new or additional revenues (e.g. State, Federal, user fee or private donation), the use of contingent funds, and/or the use of budgeted appropriations due to surpluses or change in purpose required to fund the requested action.
- C. Discuss the budgetary impacts associated with the proposed action in the current year. A statement that sufficient funds are budgeted should be justified with information regarding the amount of budgeted appropriations in the relevant account and whether that amount is sufficient to offset the cost of the requested action. If relevant, discussion of budgetary impacts in subsequent years also shall be discussed. Subsequent year fiscal impacts shall be noted for the entire period in which the requested or proposed action would be implemented when it is reasonable to do so (i.e. a five-year lease agreement shall specify the costs/savings for each of the five years in question). Otherwise, impacts associated with the existing and subsequent budget years should be cited.
- D. Describe any assumptions or interpretations that were utilized to provide the information on this form.

Adoption of this resolution is not anticipated to result in any fiscal effect.

Department/Prepared By Human Resources/Ceschin

Authorized Signature



Did DAS-Fiscal Staff Review? Yes No

Did CDBP Review?² Yes No Not Required

¹ If it is assumed that there is no fiscal impact associated with the requested action, then an explanatory statement that justifies that conclusion shall be provided. If precise impacts cannot be calculated, then an estimate or range should be provided.

² Community Business Development Partners' review is required on all professional service and public work construction contracts.