

COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION

Date: April 14, 2017
To: Theodore Lipscomb, Chair, County Board of Supervisors
From: Steven Kreklow, Director, Office of Performance, Strategy, and Budget
Subject: Request to Create 1.0 FTE removed via 2017 Budget Amendment 1A045

REQUEST

The Office of the Treasurer requests the creation of 1.0 FTE position Clerical Assistant 2

BACKGROUND/ANALYSIS

The Office of the Treasurer requested three position actions in the 2017 budget:

- The creation of 1.0 FTE Property Records Analyst
- The creation of 1.0 FTE Clerical Asst. 2
- The abolishment of 1.0 FTE Asst. Administrative

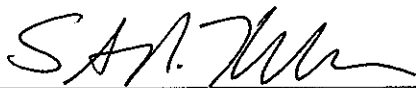
The duties pertaining to maintaining the property records database are assigned to various staff on an intermittent or ad hoc basis. The Office of the Treasurer requires accurate, up-to-date property records. The volume of these records requires the dedication of a full-time staff member and the creation of the Property Records Analyst was requested in the 2017 budget. A reevaluation of the duties of the Asst. Administrative were classified by Human Resources as appropriate for a Clerical Asst. 2. Amendment 1A045 removed the Clerical Asst. 2 position and placed the funds in contingency. The Office of the Treasurer cannot dedicate the staff required to maintain the property records database without the creation of the Clerical Asst. 2.

FISCAL NOTE

Funding for the Clerical Asst. 2 position was transferred to contingency. The Office of the Treasurer is **not** requesting a fund transfer from the appropriation for contingencies for this position and will determine an alternate funding source.

RECOMMENDATION

The Department of Administrative Services - Performance, Strategy and Budget recommends that 1.0 FTE Clerical Asst. 2 be approved, effective June 19, 2017.



Steven Kreklow
Director, Office of Performance, Strategy, and Budget