

COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION

DATE: May 18, 2018

TO: Theodore Lipscomb, Sr., Chairman, Milwaukee County Board of Supervisors
Kerry Mitchell, Director, Department of Human Resources

FROM: Mary Jo Meyers, Acting Director, Department of Health & Human Services
Prepared by: Mark Mertens, Administrator, Division of Youth & Family Services

SUBJECT: **From the Acting Director, Department of Health and Human Services (DHHS), requesting authorization to create one FTE position of Executive Assistant in the Division of Youth and Family Services (DYFS)**

Issue

The Acting Director, Department of Health and Human Services (DHHS), is requesting authorization to create one full-time equivalent (FTE) position of Executive Assistant.

Background

The Division of Youth and Family Services (DYFS) employs nearly 200 FTEs and is currently engaged in multiple juvenile justice initiatives. In order to more effectively manage the workload and correspondence generated by these activities, DHHS is requesting the creation of an Executive Assistant to the DYFS Administrator.

Specifically, this position would be responsible for being the primary point of contact for the Administrator, managing the Administrator's schedule, communicating with high-level internal and external partners, developing memoranda and agendas as well as organizing and archiving files. In addition, this position would be responsible for independently completing projects and monitoring and tracking progress on certain initiatives.

Recommendation

The Acting Director, Department of Health and Human Services (DHHS), recommends the creation of one position of Executive Assistant in the Division of Youth and Family Services (DYFS).

Fiscal Impact

The salary, social security and active fringe benefits costs of the Executive Assistant position are anticipated to be \$34,982 in 2018. This assumes the position would be established in pay range 25M with an effective date of July 16. The annualized fiscal impact of this position is \$75,795.

The cost for this position is anticipated to be covered by anticipated Youth Aids surplus in DYFS. The position will be offset in 2019 and in future years through an abolishment of a vacant position in DYFS.



Mary Jo Meyers, Acting Director
Department of Health & Human Services

cc: County Executive Chris Abele
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