

**COUNTY OF MILWAUKEE**  
INTEROFFICE COMMUNICATION

**DATE:** June 29, 2012

**TO:** Supervisor Marina Dimitrijevic, Chairwoman, County Board of Supervisors

**FROM:** Scott Manske, Comptroller, Office of the Comptroller

**SUBJECT:** Request to Abolish 1.0 FTE Accountant 3 and Create 1.0 FTE Accountant 4 in the Office of the Comptroller – Accounting Section

**Policy:**

County Board approval is required to abolish and create positions within Milwaukee County.

**Rationale for Request:**

Due to a reevaluation of duties within the division and the need for a higher level of accounting support, it is requested that 1.0 FTE of Accountant 3 be abolished to be replaced with 1.0 FTE of Accountant 4.

In May, 2012, the County Board and County Executive created the Office of the Comptroller in accordance with State Statute. The additional duties required of the Comptroller will necessitate a higher level of accountant for the office. Certain of the higher duties would be performed by an Accountant 4, instead of the Accountant 3.

The Department of Administrative Services staff will review action request of the Office of the Comptroller.

**Background:**

In 2011, the Controller's office of the Department of Administrative Services had requested that the Accountant 4 position within their office be moved to an Accountant 3 position. This change was approved by the County Board and the County Executive. The reason for the change request was because of the level of duties that were intended to be performed by that office. Attempts to fill the position were unsuccessful and the position is currently vacant.

This position will be a resource to department staff on accounting procedures and will work with departments in meeting deadlines relating to year-end close. The position will

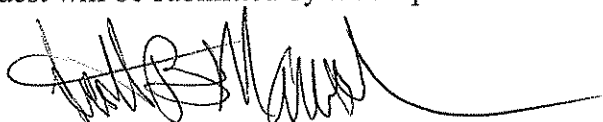
also prepare audit workpapers for the final audit. In addition, the position will assist with fiscal monitoring, as a required duty of the Office of the Comptroller.

FISCAL NOTE

The proposed action will result in an annual salary cost of (\$7,975).

RECOMMENDATION

The Office of the Comptroller respectfully requests that you approve a resolution to create a position of Accountant 4 in the Office of the Comptroller, and abolish the Accountant 3 position in that department. The resolution, fiscal note and report on the request will be submitted by the Department of Administrative Services.

A handwritten signature in black ink, appearing to read "Scott B. Manske", with a long horizontal flourish extending to the right.

Scott B. Manske  
Comptroller

Cc: Steve Cady, Fiscal and Budget Analyst  
Cynthia Pahl, Deputy Fiscal and Budget Administrator, DAS  
Craig Kammholz, Fiscal and Budget Administrator  
Kerry Mitchell, Director, Human Resources