

**COUNTY OF MILWAUKEE**  
Inter-Office Communication

Date: August 16, 2024

To: Marcelia Nicholson, Chairwoman, Milwaukee County Board of Supervisors

From: Regina Flores, Procurement Director, and Department of Administrative Services

Subject: Request to Abolish 1.0 FTE Analyst Business Solutions and Create 1.0 FTE Purchasing Analyst in Department of Administrative Services, Procurement Division.

File Type: Action Report

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**REQUEST**

Department of Administrative Services (DAS) – Procurement Division requests to abolish 1.0 FTE Analyst Business Solutions Grade 29M and Create 1.0 FTE Purchasing Analyst Pay Grade 24M.

**POLICY**

Wisconsin State Statutes:	Wis Stats 59.17
Milwaukee County Code of General Ordinances:	MCGO 17.05(1)
Specific Adopted Budget:	2024 Adopted Budget

**BACKGROUND**

The Procurement Division initially operated under a flat organizational structure, where all employees had equal levels of authority and reported directly to the Procurement Director. This structure fostered a sense of equality and close communication but lacked clear pathways for career advancement and professional development.

To address these challenges, the department transitioned to a hierarchical structure, introducing multiple layers of management and defined roles. The new hierarchy included entry-level positions such as the addition of an ARPA funded Purchasing Analyst, mid-level management, and senior leadership roles. This shift allowed for clearer reporting lines, specialized roles, and more opportunities for mentorship and skill development.

Career progression paths were established, enabling employees to see a clear route for advancement within the department. As a result, employees now have greater opportunities to grow their skills, take on leadership roles, and contribute to the department's success, fostering a more motivated and engaged workforce.

The request to abolish a vacant Analyst Business Solutions classification and create a Purchasing Analyst will leverage capacity to Contract Managers and the current Buyer through cross-training and operational efficiencies positively impacting delivery of services within the Procurement Division without limitation in comparison to the current ARPA Purchasing Analyst which has restrictions inhibiting further support to the Division.

The Purchasing Analyst is responsible for supporting the facilitation of providing direct procurement related activities which will provide for a rewarding employment experience and career development opportunities through the communities we serve.

**ALIGNMENT TO STRATEGIC PLAN**

The request supports and demonstrates alignment to the strategic plan objectives by creating an inclusive and diverse workforce allowing for professional career advancement. The Purchasing Analyst will provide cross-functional support throughout the department dismantling existing silos ensuring process integrity to procurement delivery methods.

**FISCAL EFFECT**

There is the potential for cost saving since 24M has a lower starting range.

There is no impact to the tax levy.

**VIRTUAL MEETING INVITES**

Regina Flores  
MaryBeth Buechel  
Tracy Castillo  
Amy McKinney

**PREPARED BY:**

Regina Flores, Procurement Director

**APPROVED BY:**

Aaron Hertzberg, Director, Department of Administrative Services

**ATTACHMENTS:**