

**COUNTY OF MILWAUKEE
INTER-OFFICE COMMUNICATION**

DATE: February 15, 2012
TO: Supervisor Joe Sanfelippo, Chairman, Personnel Committee
FROM: Patrick Farley, Director, Department of Administrative Services
SUBJECT: Transfer of Sustainability Director from the Classified Service to the Unclassified Service

POLICY

County Board Resolution 88-757, requires departments to submit a request to transfer positions from the classified service to the unclassified service to the Director of the Division of Human Resources and to the Personnel Committee for informational purposes before submitting the request to the Civil Service Commission. The Director of the Department of Administrative Services requests that the 2012 create of the Sustainability Director be transferred from the classified service to the unclassified service.

BACKGROUND

The Personnel Committee approved the creation of the position of Sustainability Director in the January cycle.


A review of the duties and responsibilities for all positions listed indicates that the position qualifies for inclusion in the unclassified service as specified in Wisconsin State Statutes 63.03 (3)(a). The Statues require that to be in the unclassified service the position should function as a department head, deputy department head, associate department head or immediate assistant department head. With changes in job duties and the request of reclassification, this position will function in that capacity.

RECOMMENDATION

Based on the above reasons, the Director of the Department of Administrative Services will submit an item for the Civil Service Commission agenda to transfer the position of Sustainability Director from the classified service to the unclassified service. Per County Board adopted policy, this item is presented to the Personnel Committee on an informational basis. No action is required.

FISCAL EFFECT

This action will have no fiscal effect.



Patrick Farley, Director
Department of Administrative Services

cc: County Executive Chris Abele
Amber Moreen, Chief of Staff, County Executive's Office
Terrence Cooley, Chief of Staff, County Board
Kerry Mitchell, Director, Human Resources
Gary Waszak, Interim Director, Facilities Management
Rick Ceschin, Senior Research Analyst, County Board
Sean Moore, Human Resource Coordinator