

**COUNTY OF MILWAUKEE  
INTEROFFICE COMMUNICATION**

**Date:** March 31, 2015  
**To:** Marina Dimitrijevic, Chair, County Board of Supervisors  
**From:** Josh Fudge, Budget Director, Department of Administrative Services  
**Subject:** Request to abolish 1.0 FTE Administrative Specialist (Title Code 97, Pay Range 07P) and create 1.0 FTE Contractor and Compliance Manager (Title Code TBD, Pay Range 27M) in the Zoological Department

**BACKGROUND/ANALYSIS**

The Milwaukee County Zoological Department (Zoo) requests to abolish a clerical position and create a managerial position to coordinate and oversee relationships with contractors.

The Administrative Specialist position at the Zoo has been vacant since January 2015. The duties of this position included processing payments for time and materials contractors and conducting contracting compliance reviews..

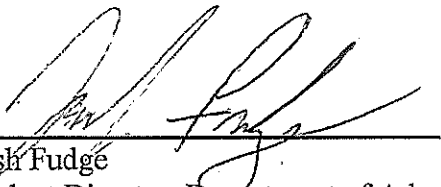
The new position of Contractor and Compliance Manager would perform the work previous performed by the Administrative Specialist in addition to new duties. The position would facilitate work orders, coordinate with time and materials contractors, and exercise judgement to make appropriate decisions without delay. The zoo plans to implement a work order authorization tracking system to streamline maintenance processes to save both time and money. The Contractor and Compliance Manager position would be in charge of the streamlining process.

**FISCAL NOTE**

Assuming the position is filled for 18 pay periods, the 2015 fiscal impact of this request is a cost increase of \$11,945. The Zoo states that this cost can be absorbed within existing 2015 appropriations. The annual cost increase of this request is \$17,254.

**RECOMMENDATION**

The Department of Administrative Services–Office of Performance, Strategy and Budget recommends that the request to abolish 1.0 FTE Administrative Specialist and create 1.0 FTE Contractor and Compliance Manager in the Zoological Department, be approved.



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Josh Fudge  
Budget Director, Department of Administrative Services

cc: Chris Abele, County Executive  
Raisa Koltun, Chief of Staff, County Executive's Office  
Kelly Bablitch, Chief of Staff, Board of Supervisors  
Chuck Wikenhauser, Director, County Zoo  
Steve Cady, Director – Research & Policy, Office of the Comptroller  
Janelle Jensen, Senior Committee Coordinator, Office of the County Clerk