

**-COUNTY OF MILWAUKEE-  
INTEROFFICE COMMUNICATION**

DATE : January 2, 2013

TO : Marina Dimitrijevic, Chair, County Board of Supervisors

FROM : Craig Kammholz, Fiscal and Budget Administrator, Department of Administrative Services

SUBJECT : District Attorney Request to Abolish 1.0 FTE Secretarial Assistant position and Create 1.0 FTE Intelligence Analyst position.

**REQUEST**

The District Attorney is requesting permission to abolish 1.0 FTE Secretarial Assistant position (title code 00000066, pay range 04P) and create 1.0 FTE Intelligence Analyst (title code TBD, pay range 19L).

**BACKGROUND/ANALYSIS**

The District Attorney is requesting the creation of this position to provide additional capacity to perform highly-technical law-enforcement duties such as analysis of documents and records, data-mining, link analysis, preparation of affidavits, preparation of presentations for use in court proceedings, and use computerized tools to perform complex case analysis. According to the request, these duties were being performed partially by a former Secretarial Assistant and mostly by existing sworn Investigators.

The request indicates that an Intelligence Analyst would perform these analysis and preparation duties that would enable Investigators to focus more on their core duties as sworn officers and improve their performance. Data provided during the 2013 budget process showed that the caseload for Investigators has increased significantly in recent years, nearly doubling from 15 cases to 30. As a result, the 2013 Adopted Budget provided two additional Investigators to help alleviate the burden. Adding this position to provide additional support and would further improve efficiency; and would ensure that job duties are consistent with staff classifications by not requiring clerical positions to perform these tasks.

The District Attorney proposes to offset the cost of the new position by abolishing 1.0 FTE Secretarial Assistant position, which is presently vacant and of which 19.5 FTE are currently budgeted. The District Attorney indicates the remaining clerical workload can be absorbed by the remaining 18.5 FTE Secretarial Assistant positions, and other clerical positions.

**FISCAL NOTE**

The vacant position is budgeted at step 1 of pay range 04P in 2013, with an annual salary of approximately \$29,816. If the position is filled at step 1 of pay range 19L in 2013, the annual salary would be approximately \$37,908, an increase of \$8,711 including Social

Security costs at 7.65 percent of salary. The assumed pension rate of 15.51 percent would result in an additional pension cost of \$1,255, for a total impact of approximately \$9,966. Because the action would not take place until early February, the 2013 impact is approximately \$9,136. The request indicates this cost could be at least partially offset by not filling the new position until after March 1, 2013.

## RECOMMENDATION

The Department of Administrative Services, Fiscal Affairs (DAS) recommends the request by the District Attorney to abolish 1.0 FTE Secretarial Assistant position (title code 00000066, pay range 04P) and create 1.0 FTE Intelligence Analyst (title code TBD, pay range 19L) be approved.

Prepared by:  
Josh Fudge

  
\_\_\_\_\_

Craig Kammholz

Fiscal and Budget Administrator, Department of Administrative Services

Pc: Chris Abele, County Executive  
John Chisholm, Milwaukee County District Attorney  
Amber Moreen, Chief of Staff, County Executive's Office  
Kelly Bablitch, Chief of Staff, Board of Supervisors  
Kerry Mitchell, Director, Department of Human Resources  
Jennifer Collins, Research Analyst, Board of Supervisors