

**COUNTY OF MILWAUKEE**  
Inter-Office Communication

Date: July 19, 2022

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

From: Stuart Carron, Director Facility Management Division, Department of Administrative Services (DAS-FMD)

Subject: DAS-FMD requests to create 1.0 FTE Principal of Project Management, Pay Grade 38M

File Type: Action Report

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**REQUEST**

DAS-FMD requests to create 1.0 FTE Principal of Project Management, Pay Grade 38M. This new position will provide a renewed leadership focus on project management and customer support within the Architecture, Engineering and Environmental Services section of DAS-FMD.

**POLICY**

Wisconsin State Statutes:	Wis Stats 59.17
Milwaukee County Code of General Ordinances:	MCGO 17.05(1)
Specific Adopted Budget:	2022 Adopted Budget

**BACKGROUND**

The Architecture, Engineering & Environmental Services (AE&ES) Section of DAS-FM provides planning, design and construction management services for projects including facility replacements, maintenance, remodeling, improvements, additions, and new construction for the entire Milwaukee County portfolio of building and infrastructure assets. Over time, market conditions and County design practices have evolved, with the AE&ES Section shifting from a design-based to a more project management-based approach for capital project life cycle management. Essentially, specific design or engineering expertise has become less critical than overall project management best practice. A transformational reorganization within the department is underway which will result in improved project delivery, customer service and, ultimately, improved project outcomes. This newly established role aligns with achievement of these objectives and is key to the reorganization plan.

The Principal Project Manager will provide managerial guidance and oversight a new Project Management Section, including permanent full-time staff (existing positions) which will be reassigned from other areas within FMD. Leading teams of both internal

and external resources, the Principal Project Manager has key oversight/responsibility for day-to-day decisions related to the overall direction, coordination, implementation, execution, control and completion of capital design and construction projects – ensuring consistency with Milwaukee County strategies, standards, commitments, and goals. Project assigned values will range from \$100,000 to \$50,000,000, and the Principal will oversee management of projects by assigned project management staff throughout design, planning, cost estimating, bid/construction document preparation, consultant management, and close-out. The position will report to the Director of AE&ES and will ensure that the division-wide portfolio of projects is properly managed with resources and timelines while leading development and implementation of project management best practices across the division. Customer service to departments through timely project reporting and communications will be a key function of this position. The Principal also provides strong input into decisions regarding development and formulation of project planning/funding, and provides input into long range capital planning and facilities management.

**ALIGNMENT TO STRATEGIC PLAN**

Describe how the item aligns to the objectives in the [strategic plan](#):

3B: Enhance the County’s fiscal health and sustainability

Effective project management of County public works projects will significantly reduce the scope, cost and timing risk associated with the County capital program, resulting in improved project outcomes.

**FISCAL EFFECT**

The anticipated date of hire of the new position is October 24, 2022. Both current year and subsequent year costs are included within the Division salary budget.

**POSITION INFORMATION**

<u>Action</u>	<u>Title</u>	<u>Pay Range</u>	<u>Annual Salary Range</u>
Create	Principal of Project Management (AE&ES)	\$ 44.66 – 54.04	\$ 92,892.80 – 112,403.20

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**VIRTUAL MEETING INVITES**

Stuart Carron, Director, Facilities Management Div, DAS  
Stuart.carron@milwaukeecountywi.gov

**PREPARED BY:**

Stuart Carron, Director, Facilities Management Div, DAS

**APPROVED BY:**

Aaron Hertzberg, Director, Department of Administrative Services

**ATTACHMENTS:**

none

  
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Aaron Hertzberg, Director, Department of Administrative Services

cc: Kelly Bablitch, Chief of Staff, Milwaukee County Board of Supervisors  
Janelle M. Jensen, Legislative Services Division Manager, Office of the County Clerk