

13-423

**-COUNTY OF MILWAUKEE-**  
INTEROFFICE COMMUNICATION

**Referred**

**MAY 03 2013**

**County Board  
Chair**

**DATE** : April 29, 2013

**TO** : Supervisor Marina Dimitrijevic, Chairwoman, Board of Supervisors

**FROM** : Josh Fudge, Interim Fiscal and Budget Administrator, DAS-Fiscal

**SUBJECT** : Request to abolish 1.0 FTE Clerical Spec MHD position (Title Code 01293, pay range 05P) and create 1.0 FTE Compensation Analyst position (Title Code 05780, pay range 29M).

**REQUEST**

The Department of Human Resources requests to abolish 1.0 FTE Clerical Spec MHD position (Title Code 01293, pay range 05P, \$32,364 to \$41,501) in the Director's Office and create 1.0 FTE Compensation Analyst position (Title Code 05780, pay range 29M, \$55,873 to \$66,964) in the Compensation Division.

**BACKGROUND/ANALYSIS**

The Compensation Division of Human Resources is in the process of a comprehensive analysis of all County positions. The division currently consists of three positions, including 1.0 FTE Compensation Analyst. Human Resources has identified a need for additional staffing to support the high priority project. Approval of this request would add a second Compensation Analyst, bringing the total to 4.0 FTE in the division. The requested position would also support the day-to-day duties of the Compensation Division including analyzing position requests, ensuring compliance with all applicable laws and regulations, and maintaining the County's position control system.

A total of four positions in the Director's Office are assigned to provide support to the Behavioral Health Division (BHD). The vacant position Clerical Specialist MHD position supports payroll functions for BHD. Due to the centralization of payroll duties, the Clerical Spec MHD position is no longer needed. The remaining three positions can provide sufficient Human Resources support to BHD.

**RECOMMENDATION**

The Department of Administrative Services, Fiscal Affairs recommends that the request to abolish 1.0 FTE Clerical Spec MHD and create 1.0 FTE Compensation Analyst position be approved.

**FISCAL NOTE**

Approval of this request will result in a net annual salary, social security, and benefit cost increase of \$17,701. Assuming that the Compensation Analyst position is filled at the start of pay period 16 in 2013 at step 1 of the pay range, the current year fiscal impact is a cost increase of \$6,808.

Prepared by:  
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278-4274



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Josh Fudge  
Interim Fiscal and Budget Administrator

cc: Chris Abele, County Executive  
Supervisor Willie Johnson Jr., Co-Chair, Finance, Personnel & Audit Committee  
Supervisor David Cullen, Co-Chair, Finance, Personnel & Audit Committee  
Kerry Mitchell, Director, Human Resources  
Amber Moreen, Chief of Staff, County Executive's Office  
Kelly Bablitsch, Chief of Staff, County Board  
Steve Cady, County Board Fiscal and Budget Analyst  
Don Tyler, Director, Department of Administrative Services