

**-COUNTY OF MILWAUKEE-  
INTEROFFICE COMMUNICATION**

DATE : August 23, 2012

TO : Marina Dimitrijevic, Chair, County Board of Supervisors

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

SUBJECT : Request to Abolish 1.0 FTE Clerical Assistant I and Create 1.0 FTE Clerical Specialist – Medical Examiner.

**REQUEST**

The Medical Examiner requests approval to abolish 1.0 FTE Clerical Assistant 1 (title code 00000042) and create 1.0 FTE –Clerical Specialist Medical Examiner (title code TBD).

**BACKGROUND/ANALYSIS**

The Medical Examiner indicates the duties of clerical and records staff has increased significantly due to increased numbers of referral autopsies and subsequent invoicing in recent years, especially since the Office has entered into agreements with surrounding counties to provide services. The Office is also seeking enhanced capacity to coordinate medical transcription, manage professional staff calendars, and track fees owed by funeral homes and other customers. The position would be responsible for coordinating invoicing for the Medical Examiner's annual forensic science seminar.


**FISCAL NOTE**

The existing position, which is at pay grade 03P, is vacant. The proposed position would be created at title code 05P. The impact for the remaining 6 and one-half pay periods of 2012, including salary, social security and active pension if the position were immediately filled at step 1, is estimated at \$1,277. The estimated impact in 2013 is approximately \$5,109.

**RECOMMENDATION**

The Department of Administrative Services, Fiscal Affairs recommends the request by the Medical Examiner to abolish 1.0 FTE Clerical Assistant 1 (title code 00000042) and create 1.0 FTE Management - Assistant Medical Examiner (title code TBD) be approved.

Prepared by:  
Josh Fudge



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Craig Kammholz

Fiscal and Budget Administrator, Department of Administrative Services

Pc: Chris Abele, County Executive  
Brian L. Peterson, M.D., Medical Examiner  
Amber Moreen, Chief of Staff, County Executive's Office  
Kelly Bablitch, Chief of Staff, Board of Supervisors