

COUNTY OF MILWAUKEE
Interoffice Memorandum

DATE: January 24, 2012

TO: Supervisor Joe Sanfelippo, Chairman, Committee on Personnel

FROM: Rick Ceschin, Research Analyst

SUBJECT: Request by the Acting Director, Department of Human Resources: To reclassify the Employee Benefits Manager position to Employee Benefits Administrator.

In accordance with Chapters 1 and 17 of the Milwaukee County Code of General Ordinances, County Board staff must review requests to reclassify positions authorized in the Department of Human Resources and file an informational report with the Committee on Personnel.

The Acting Director, Department of Human Resources has requested that the position of Exec. Dir. 1 - Employee Benefits Manager, Pay Range 901E, be reclassified as Exec. Dir. 2 - Employee Benefits Administrator, Pay Range 902E. The Acting Director bases the request on an expansion of duties to include management of the Employee Retirement System as well as existing responsibilities of employee health benefits. Staff supervision duties will increase from 3-5 to 18-20.

Fiscal Effect

The requested reclassification will increase position costs by \$16,619 to \$25,708, annualized. The Employee Benefits Manager position is budgeted for 2012 at \$88,982. An appointment above the budgeted level will be absorbed within the department's budget. DAS – Fiscal has verified that funds are available in the Human Resources budget to accommodate the request. The associated pay grades are shown in the following table.

Grade	Level	Hourly	Bi-weekly	Annual	Increase Min/mid/max
901E	Min	29.2100	\$ 2,336.80	\$60,756.80	
901E	Mid	35.9800	\$ 2,878.40	\$74,838.40	
901E	Max	42.7600	\$ 3,420.80	\$88,940.80	
902E	Min	37.2000	\$ 2,976.00	\$77,376.00	\$16,619
902E	Mid	46.1600	\$ 3,692.80	\$96,012.80	\$21,174
902E	Max	55.1200	\$ 4,409.60	\$114,649.60	\$25,708

Recommendation

Based on this review, staff recommends that the request to reclassify the position of Exec. Dir. 1 - Employee Benefits Manager, Pay Range 901E, to Exec. Dir. 2 - Employee Benefits Administrator, Pay Range 902E, be accepted by the Committee.

Cc: K. Mitchell
J. Mapp