

**COUNTY OF MILWAUKEE**  
INTEROFFICE COMMUNICATION

DATE : 5/14/2018

TO : Chairman Theodore Lipscomb, Sr., County Board Chairman

FROM : Joseph Lamers, Director, Office of Performance Strategy and Budget,  
Department of Administrative Services

SUBJECT : Request to Create 1.0 FTE Executive Assistant in the Division of Youth and Family Services  
the Department of Health and Human Services

**Background**

The Division of Youth and Family Services (DYFS) of the Department of Health and Human Services requests this position in order to manage the more effectively manage the workload and correspondence related to the multiple juvenile justice initiatives currently underway. The 1.0 FTE new position of Executive Assistant would primarily assist in communication, organization, scheduling, monitoring initiatives, and tracking progress of certain initiatives.

**Fiscal Effect**

The full cost of the 1.0 FTE Executive Assistant position would be paid by for by an anticipated 2018 surplus in Youth Aids, so there is no direct tax levy impact in 2018. It is anticipated that there will be sufficient Youth Aids funding to cover this position in 2019 as well. The 1.0 FTE Executive Assistant position will be abolished if outside funding is not available to fund this position.

**Recommendation**

Upon secured funding, the Department of Administrative Services recommends the creation of the following positions in Housing Division of the Department of Health and Human Services.

<b>Title</b>	<b>No. of Positions</b>	<b>Title Code</b>	<b>Pay Grade</b>
Executive Assistant	1.0 FTE	Not Currently Available	25M (\$51,403-\$58,430)

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Joseph Lamers, Director  
Office of Performance, Strategy and Budget  
Department of Administrative Services