

COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION

DATE : December 2, 2021

TO : Marcelia Nicholson, County Board Chair

FROM : Israel Ramón, Register of Deeds

SUBJECT : Request to Abolish 1.0 FTE Supervisor Register of Deeds and Create 1.0 FTE Document Examiner in the Register of Deeds Office
Request to Abolish 1.0 FTE Supervisor Vital Records ROD and Create 1.0 FTE Vital Records Lead in the Register of Deeds Office
Request to Reallocate & Rename 1.0 FTE Supervisor Real Estate Division to 1.0 FTE ROD Real Estate Services Coordinator in the Register of Deeds Office
Request to rename 1.0 FTE Coordinator Register of Deeds to ROD Budget & Finance Coordinator in the Register of Deeds Office

Request: Register of Deeds Office requests to abolish 1.0 FTE Supervisor Register of Deeds (PR 07P Step 8) and Create 1.0 FTE Document Examiner (PR 05P Step 3)
Request to Abolish 1.0 FTE Supervisor Vital Records (24M Step 1) and Create 1.0 FTE Vital Records Lead (PR 07P Step 1)
Request to Reallocate & Rename 1.0 FTE Supervisor Real Estate Division (PR 24M Step 2) to 1.0 FTE ROD Real Estate Services Coordinator (PR 23CM Step 3)
Request to rename 1.0 FTE Coordinator Register of Deeds to ROD Budget & Finance Coordinator in the Register of Deeds Office

Background/Position Duties:

- The Document Examiner position examines and records real estate and related property instruments for Milwaukee County.
- The Vital Records Clerk position processes and cashiers mail, internet and in-person orders as well as researching vital records. The need for additional reserve staff to properly serve the public without unusually long wait times.
- In line with our reorganization in the adopted 2022 budget, we are reducing managers (Supervisor Vital Records and Supervisor Register of Deeds) and facilitating staff management with two Coordinator Positions. In 2022 and 2023 we will be cross training staff for efficiency and to provide better customer service during staff shortages
- Reasonable wait times and excellence in customer service fit squarely into the strategic mission of our county and enhances equity disparities.

Fiscal Effect:

- Supervisor Register of Deeds, Supervisor Vital Records, Supervisor Real Estate Division, and Coordinator Register of Deeds are included in the 2022 budget.
- This plan produces a savings of \$19,211.40

Recommendation: Register of Deeds Office recommends to abolish 1.0 FTE Supervisor Register of Deeds (PR 07P Step 8) and Create 1.0 FTE Document Examiner (PR 05P Step 3)
Register of Deeds Office recommends to Abolish 1.0 FTE Supervisor Vital Records (24M Step 1) and Create 1.0 FTE Vital Records Lead (PR 07P Step 1)
Register of Deeds Office recommends to Reallocate & Rename 1.0 FTE Supervisor Real Estate Division (PR 24M Step 2) to 1.0 FTE ROD Real Estate Services Coordinator (PR 23CM Step 3)
Register of Deeds Office recommends to rename 1.0 FTE Coordinator Register of Deeds to ROD Budget & Finance Coordinator in the Register of Deeds Office

This will not impact the Tax Levy

Israel Ramón, Register of Deeds