

**COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION**

DATE : 2/26/2020

TO : Theodore Lipscomb, Sr., County Board Chair

FROM : Joe Lamers, Director, DAS Performance, Strategy, and Budget (DAS-PSB)

SUBJECT : Request to Abolish 1.0 FTE vacant Airport Assistant Manager (pay grade 30M), 2.0 FTE vacant Airport Operations Coordinator 1 (pay grade 22), and 1.0 FTE vacant Airport Operations Coordinator 2 (pay grade 25) positions, and create 4.0 FTE Airport Operations Supervisor (paygrade 28M) positions within the Milwaukee County Department of Transportation – Airport.

Request:

The Airport Division of the Milwaukee County Department of Transportation requests the abolishment of 1.0 FTE vacant Airport Assistant Manager (pay grade 30M), 2.0 FTE vacant Airport Operations Coordinator 1 (pay grade 22), and 1.0 FTE vacant Airport Operations Coordinator 2 (pay grade 25) positions, and create 4.0 FTE Airport Operations Supervisor (paygrade 28M) positions.

Background:

The Airport division of the Milwaukee County Department of Transportation is going through a restructure process. Through this restructure the Airport has identified four positions that need to be changed. The purpose of the proposed change is to increase the responsibilities and duties of the positions. Based on Airport leadership the abolishment and creation of these positions is warranted given the responsibilities of the new positions, including oversight of airport operations during the absence of higher-level management.

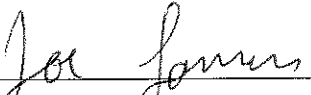
The following position action is being requested:

Position Title	Action	Job Code	FTE	Pay Grade
Airport Assistant Manager	Abolish	00010869	1.0	30M
Airport Operations Coordinator 1	Abolish	00020230	2.0	22
Airport Operations Coordinator 2	Abolish	00010891	1.0	25
Airport Operations Supervisor	Create	TBD	4.0	28M

Fiscal Impact:

The estimated fiscal impact associated with the create action is an increase of \$11,923 in prorated salary for 2020 (for 13 pay periods) and \$23,847 in annual salary for 2021. The calculated cost assumes the newly created positions are filled at Pay Range 28M; Step 3 compared to the pay ranges and steps of the abolished positions at the time they were vacated. The increase in the current year is covered by airline fee increases and will not impact the County tax levy. Moving forward in 2021 it is expected that the Airport takes these changes into effect when developing its budget.

Recommendation: The Department of Administrative Services – Performance, Strategy, and Budget recommends that 1.0 FTE vacant Airport Assistant Manager (pay grade 30M), 2.0 FTE Airport Operations Coordinator 1 (pay grade 22), and 1.0 FTE Airport Operations Coordinator 2 (pay grade 25) positions be abolished, and 4.0 FTE Airport Operations Supervisor (paygrade 28M) positions be created within the Milwaukee County Department of Transportation – Airport.



Joe Lamers, Director, DAS-PSB