

COUNTY OF MILWAUKEE
Inter-Office Communication

Date: May 16, 2024

To: Marcelia Nicholson, Chairwoman, Milwaukee County Board of Supervisors

From: Donna Brown-Martin, Director of Department Transportation
Brian Dranzik, Airport Director, Department of Transportation, Airport Division

Subject: From the Director, Department of Transportation and Airport Director, Department of Transportation, Airport Division, requesting the approval to abolish 1 FTE Aviation Analyst (vacant) at paygrade 31M and create 1 FTE Director of Administration at paygrade NR36.

File Type: Action Report

REQUEST

A request from the Milwaukee County Department of Transportation Airport Division requesting approval to abolish 1 FTE Aviation Analyst (vacant) at paygrade 31M and create 1 FTE Director of Administration at paygrade NR36.

POLICY

Wisconsin State Statutes:	59.22
Milwaukee County Code of General Ordinance:	Chapter 1
Specific Adopted Budget:	2023

BACKGROUND

The responsibilities of the Director of Finance and Administration have grown over the last few years to the point that the workload is now such that a separation of duties for each area is needed. The administrative responsibilities have grown by adding additional staff to the airport IT section, adding a Contracts Manager, and adding a Business Intelligence and Performance Manager. In addition, this role will oversee work performed by other departments with assignment to the airport such as Human Resources and Risk Management.

There is a growing need to add more positions to the finance section of the airport that we anticipate will be requested in the 2025 budget request.

Related File No's:	Not Applicable
Associated File No's (Including Transfer Packets):	Not Applicable
Previous Action Date(s):	Not Applicable

ALIGNMENT TO STRATEGIC PLAN

3B: Enhance the County's fiscal health and sustainability.

FISCAL EFFECT

The increase in expense from the requested action will be absorbed within the Airport operating budget utilizing available aeronautical and non-aeronautical revenue.

<u>Action</u>	<u>Title</u>	<u>Pay Range</u>	<u>Annual Salary Range</u>
Abolish	Aviation Analyst	31M	\$72,779.20 - \$86,652.80
Create	Director of Administration	NR36	\$122,636.80 – \$183,955.20

VIRTUAL MEETING INVITES:

Brian Dranzik, Airport Director, Department of Transportation, Airport Division.
Donna Brown-Martin, Director, Department of Transportation.

PREPARED BY:

Brian Dranzik, Airport Director, Department of Transportation, Airport Division.

APPROVED BY:



Donna Brown-Martin, Director, Department of Transportation

ATTACHMENTS

- Departmental Resolution
- Departmental Fiscal Note
- DHR Report
- Job Evaluation Questionnaire
- OSBP Report

cc: Kelly Bablitch, Chief of Staff, Milwaukee County Board of Supervisors
Janelle M. Jensen, Legislative Services Division Manager, Office of the County Clerk