

Request to Abolish 1.0 FTE Analyst Business Solutions and Create 1.0 FTE Purchasing Analyst in Department of Administrative Services, Procurement Division, by recommending adoption of the following:

A RESOLUTION

WHEREAS, the Procurement Division (Procurement), Department of Administrative Services (DAS), is requesting to abolish 1.0 Full Time Equivalent (FTE) Business Solutions Analyst position (pay grade 29M) and create 1.0 FTE Purchasing Analyst position (pay grade 24M); and

WHEREAS, the request to abolish a vacant Business Solutions Analyst position and create a Purchasing Analyst position will leverage capacity to Contract Managers and the current Buyer through cross-training and operational efficiencies, positively impacting delivery of services within Procurement, DAS, without limitation, in comparison to the current American Rescue Plan Act Purchasing Analyst position, which has restrictions inhibiting further support to Procurement, DAS; and

WHEREAS, abolishing 1.0 FTE Business Solutions Analyst position and creating 1.0 FTE Purchasing Analyst position is expected to result in personnel savings for Procurement, DAS; and

WHEREAS, the Department of Human Resources has reviewed this request for the creation of a new position to determine the appropriate classification (Purchasing Analyst) and pay grade (24M), and has submitted a report included in this file; and

WHEREAS, the Office of Strategy, Budget, and Performance has reviewed this request with respect to need, appropriateness, and funding availability as required per Section 17.05 of the Milwaukee County Code of General Ordinances and Chapter 59.60(10), Wisconsin State Statutes, and has submitted a report included in this file; and

WHEREAS, the Committee on Personnel, at its meeting of September 3, 2024, recommended adoption of File No. 24-764 (vote 5-0); now, therefore,

BE IT RESOLVED, the Milwaukee County Board of Supervisors (County Board) hereby approves the classification and pay grade recommendation for the position, as outlined in the report hereto attached to this file and summarized below:

Recommended Title	Purchasing Analyst
Agency (Department)	115 – Department of Administrative Services (DAS)
Organization (Low Org)	1153
Number of Positions	1
Pay Grade	24M
Minimum	\$27.12
Maximum	\$31.57

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BE IT FURTHER RESOLVED, the County Board hereby authorizes and approves the following position actions for the Procurement Division, DAS, effective immediately:

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Action	Title	Number of Positions	Pay Grade
Abolish	Business Solutions Analyst	1	29M
Create	Purchasing Analyst	1	24M

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