

COUNTY OF MILWAUKEE
Inter-Office Communication

Date: August 11, 2022

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

From: Scott B. Manske, Milwaukee County Comptroller

Subject: Milwaukee County Office of Comptroller requests to abolished 1.0 FTE Specialist Payroll, pay grade 18 (vacant) and create 1.0 FTE Payroll Team Lead, pay grade 22.

File Type: Action Report

REQUEST

Milwaukee County Office of Comptroller requests to abolish 1.0 FTE Specialist Payroll position, pay grade 18 (vacant) and create 1.0 FTE Payroll Team Lead, pay grade 22.

POLICY

Milwaukee County Code of General Ordinances:	MCGO 17.05(1)
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BACKGROUND

The 2022 adopted budget includes one (1.0) FTE Specialist Payroll (pay grade 18) that is abolished to create one (1.0) FTE Payroll Team Lead (pay grade 22). The Comptroller has included the requested position change in the 2023 requested budget.

It has become apparent that the effort required to manage employee travel and expenses in the new system is much greater in both complexity and time required than in the previous financial/procurement systems. To allow for effective and timely functioning in this area, we would like to abolish a vacant position of payroll specialist and create a position of Payroll Team Leader.

Related File No's:	File# 22-415 was adopted as approval of a 15k fund transfer to support Comptroller Position Change Requests.
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ALIGNMENT TO STRATEGIC PLAN

Describe how the item aligns to the objectives in the [strategic plan](#):

- 2A: Determine what, where, and how we deliver services to advance health equity
- 2B: Break down silos across County government to maximize access to and quality of services offered
- 3B: Enhance the County's fiscal health and sustainability

The County wants to provide a method of travel expense reimbursement that is easy for County employees to use, and to receive timely reimbursement for travel expenses. At present, we do not have an individual that is dedicated to supporting departments in questions they have about incurring or booking costs for a trip, filing an expense report, utilizing travel cards, and receiving travel reimbursement. By making this position, it allows for all to receive access to this information across all units of County government. It also provides knowledge to those who may only travel once a year and need assistance in the filing travel reports.

FISCAL EFFECT

The additional cost of the position is estimated to be difference between step 1 of pay range 18 and step 1 of pay range 22, for an annual salary increase of \$6,220 and social security increase of \$476. The Office of Comptroller anticipates filling the position by pay period 25, for a total of two pay periods in 2022 at a total cost of \$515. This amount will be absorbed within the Comptroller's 2022 budget (created by fund transfer in File No. 22-415).

For 2023, the position will be funded by the position savings of the abolished Specialist payroll position (vacant).

POSITION INFORMATION

<u>Action</u>	<u>Title</u>	<u>Pay Range</u>	<u>Annual Salary Range</u>
Abolish	Specialist Payroll	18	(\$44,470 - \$50,814)
Create	Payroll Team Lead	22	(\$50,814 - \$58,552)

Scott B. Manske, Milwaukee County Comptroller

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