

COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION

DATE : January 6, 2017

TO : Theodore Lipscomb, Sr., Chairman, County Board of Supervisors

FROM : Steven Kreklow, Director, Office of Performance, Strategy and Budget,
Department of Administrative Services

SUBJECT : Request to Create 3.0 FTE and Fund 2.0 FTE in the Department of Human Resources

REQUEST

The Department of Human Resources requests the following position actions:

- Create 1.0 FTE, Diversity and Inclusion Coordinator, Job Code Z25, Pay Range 33M;
- Create 1.0 FTE, Recruiter, Job Code Z27, Pay Range 32M;
- Create 1.0 FTE Recruitment Representative, Job Code Z26, Pay Range 22M;
- Fund 1.0 FTE Generalist/ HR Business Partner, Job Code 5730, Pay Range 30M;
- Fund 1.0 FTE HR Analyst 3, Job Code 5765, Pay Range 28M

BACKGROUND/ ANALYSIS

The 2017 Recommended Budget for the Department of Human Resources included the above position creates and funds. During the amendment process the Milwaukee County Board of Supervisors removed the above positions from the Department of Human Resource's operating budget and placed the money fully supporting each position in allocated contingency, and directed that departments re-submit the positions to the Finance and Audit Committee.

Employment and Staffing Division: The purpose of the Recruiting Representative (create), Recruiter (create), and HR Analyst (fund) positions would be to enhance the Department of Human Resources ability to identify, recruit, and retain qualified candidates through Expanded Employment Services within the Employment Relations Division of Human Resources. The Employment function is the one area of HR where departments consistently have higher expectations, but Human Resources is not staffed or structured in this area to provide this wider array of service that departments need. 3.0 FTE (2 creates, 1 fund) are added in the Employment and Staffing division to increase services to Departments by proactively sourcing and recruiting highly-qualified and talented professionals to serve County government, and performing more rigorous/thorough central Human Resources candidate screening/vetting than is currently done. Additionally, the positions would be assigned to work more closely with Departments to facilitate higher-quality hires, and engage in the community for recruiting purposes via social media, networking opportunities, and community events.

Training and Development Division: The purpose of the Diversity and Inclusion Coordinator (create) is to lead Milwaukee County's renewed commitment to Diversity and Inclusion. This position would be responsible for working with senior leaders to develop a strategy to instill diversity and inclusion into the Milwaukee County culture. They will collaborate with others to support our supplier diversity efforts with an emphasis on continuing to build strong business relationships with certified minority- and women-owned businesses. Additionally, they will work with the Office of African American Affairs in planning volunteer

and community programs designed to enrich our community and further engage employees in the community. 1.0 FTE will be placed in the Training and Development Division of Human Resources.

Employee Relations Division: The purpose of the HR Business Partner (fund) is to enhance Milwaukee County's continued service to its partner departments. This position provides full service support to DHHS including Disability Services, Housing, and Delinquency & Court Services. The position supports other staff in the areas of employee relations, employment, performance management, compensation, policy, and training and development. It also provides guidance on County Ordinances and Civil Service Rules to ensure compliance and mitigate risk to the County. The position will serve as an employee advocate and guide; someone who employees can ask questions to, raise concerns, and be an additional link between employees and managers. This 1.0 FTE will be placed in the Employee Relations Division within Human Resources.

FISCAL NOTE

Creation of the three new positions and funding of two unfunded positions would increase expenses by \$435,382 placed in contingency through amendment.

Position Requested	2017 Cost
Recruiter	\$93,844
Recruiting Representative	\$69,047
HR Analyst (restore funding)	\$69,047
HR Generalist (restore funding)	\$97,471
Diversity and Inclusion Program Manager	\$105,973
Total (includes fringe)	\$435,382

RECOMMENDATION

The Department of Administrative Services – Performance, Strategy and Budget recommends that the request to create 3.0 FTE: one Diversity and Inclusion Coordinator, one Recruiter, one Recruitment Representative; and funding 2.0 FTE unfunded positions: one Generalist/ HR Business Partner, and one HR Analyst 3, be approved.



Steve Kreklow, Director
Office of Performance, Strategy and Budget
Department of Administrative Services

(Prepared by: Joshua Scott, Budget and Management Analyst, Office of Performance, Strategy and Budget, Department of Administrative Services)

- Cc: Chris Abele, Milwaukee County Executive
- Raisa Koltun, Chief of Staff, Office of the County Executive
- Kelly Bablitch, Chief of Staff to the Chairman
- Peggy West, Chair Finance Committee
- Sheldon Wasserman, Co-chair, Finance Committee
- Kerry Mitchell, Director Department of Human Resources
- Rick Ceschin, Director Human Resources Operations
- Steve Cady, Research and Policy Director
- Mike Blickhahn, Director of Compensation and HRIS