

COUNTY OF MILWAUKEE
INTER-OFFICE COMMUNICATION

DATE : February 15, 2012

TO : Supervisor Joe Sanfelippo, Chair, Personnel Committee

FROM : Kerry Mitchell, Director of Human Resources

SUBJECT : **Request to Transfer a Position from the Classified Service to the Unclassified Service**

Request

County Board Resolution 88-0757 requires departments to submit a request to transfer positions from the classified service to the unclassified service to the Director of the Department of Human Resources and to the Personnel Committee for informational purposes before submitting the request to the Civil Service Commission. The Director of the Department of Human Resources requests that the position of Exec. Dir. 2-Employee Benefits Administrator be transferred from the classified service to the unclassified service.

Background/Analysis

The position was reclassified effective January 27, 2012 and under State law, the position is put in the classified service. Wisconsin State Statutes 63.03 (3)(a) allows for the transfer from classified to unclassified service of department heads, deputy department heads, associate department heads or immediate assistant department heads. A review of the duties and responsibilities for the position identified above indicates that the position qualifies for inclusion in the unclassified service as specified in Wisconsin State Statutes 63.03 (3)(a).

Recommendation

Based on the above reasons, the Director of the Department of Human Resources intends to submit an item for the Civil Service Commission agenda to transfer the position of Exec. Dir. 2-Employee Benefits Administrator from the classified service to the unclassified service. Per County Board adopted policy, this item is presented to the Personnel Committee on an informational basis. No action is required.

Fiscal Effect

This action will have no fiscal effect.


Kerry J. Mitchell
Director, Department of Human Resources

Cc: Chris Abele, County Executive
Lee Holloway, Chairman, County Board of Supervisors
Terry Cooley, Chief of Staff, County Board of Supervisors
Pamela Bryant, Interim Fiscal & Budget Administrator
Rick Ceschin, County Board Analyst
Jodi Mapp, County Board Committee Clerk