

COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION

Finance
Personnel
BAS / DHR

Referred

APR 21 2011

County Board
Chairman

DATE : April 21, 2011
TO : Milwaukee County Board of Supervisors
FROM : County Board Chairman Lee Holloway
SUBJECT : **Request to abolish one position of Administrative Secretary 1- Office Assistant 1, and to create two positions of Administrative Secretary - Office Assistant (Receptionist) – Part Time**

Request

The following position actions are requested for the office of the County Board (Org. 1000):

1. Abolish one position of Administrative Secretary 1- Office Assistant 1 (86700), PR 9M
2. Create two positions of Administrative Secretary 1- Office Assistant 1 (Receptionist) – Part Time, PR 6M

Background

The County Board currently has one position of Administrative Secretary 1- Office Assistant 1 which functions as main receptionist for the County Board offices.

Principal duties of this position, which are reflected in the current job description for the position, are as follows:

1. Front Desk Receptionist, handling and directing all incoming calls.
2. Announce over public address system the convening of all County Board standing committees and special committees that meet in County Board rooms, and page Supervisors and staff when required.
3. Schedule County Board Room 201-DB for meetings.
4. Order and maintain supply of stamps, and record daily and monthly postage usage.
5. Distribute morning mail, newspapers, flyers, reports and faxes.
6. Assist with bulk mailings and special projects as requested.
7. Post agendas on bulletin board and maintain wall calendar of County Board committee meetings.
8. Maintain reception area / lobby.

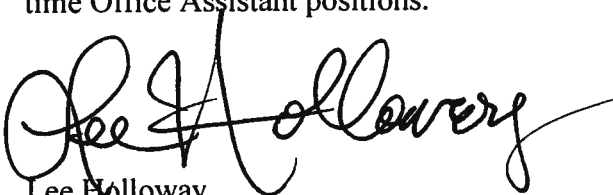
The Office Assistant position currently is vacant. To fill the Receptionist function, the County Board has been contracting with a temporary help service, which has provided the Board with two individuals who alternately staff the front desk. Under this arrangement, the board pays the agency \$15/hour for these services (including overhead charges). While this contract has already produced savings for the Board over what the full time position cost, additional savings can be achieved by hiring directly the two part time temporary help workers. If the board abolished the vacant Office Assistant position and created two part time Office Assistant positions, additional savings could be achieved, as outlined below.

Fiscal Note

Currently, the Office Assistant position has an annual salary cost of \$30, 645, plus an active fringe benefit cost of \$27,306, for a total annual cost of \$57,951.06. The temporary help agency contract costs \$15 / hour or approximately \$31,200 annually, for a projected annual savings of \$26,751 over the full time position cost.

Creating two positions of Administrative Secretary 1- Office Assistant 1 (Receptionist) – Part Time (1044 hours annually - PR 6M, Step 1) is projected to cost \$14,714 for the remainder of 2011 and \$25,223 for fiscal year 2012. These costs would be more than offset by abolishing one position of Administrative Secretary 1- Office Assistant 1 (PR 9M). These actions would generate a net annual savings of \$5,977 over the projected temporary help contract cost, and a net annual savings of \$32,728 over the cost of the full time Office Assistant position.

Appropriations are available within the County Board 2011 budget to fund the cost of two part time Office Assistant positions.



Lee Holloway
Chairman, County Board

cc: Members, Finance and Audit Committee
Members, Personnel Committee
C. J. Pahl, Acting Assistant Fiscal and Budget Administrator
Candace Richards, Interim Director, Human Resources
Terrence Cooley, Chief of Staff, County Board