

COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION

Date: May 23, 2014

To: Supervisor Marina Dimitrijevic, Chairwoman, County Board of Supervisors

From: Josh Fudge, Director, DAS-PSB

Subject: District Attorney request to abolish 1.0 FTE Clerical Specialist DA (Title Code 01291, Pay Range 05P, \$32,687 to \$41,916) and create 1.0 FTE Paralegal (Title Code 86161, Pay Range 19L, \$38,862 to \$52,734) in the District Attorney's Office.

REQUEST

The District Attorney is requesting to abolish 1.0 FTE Clerical Specialist DA (Title Code 01291, Pay Range 05P) and create 1.0 FTE Paralegal (Title Code 86161, Pay Range 19L).

BACKGROUND/ANALYSIS

The Clerical Specialist DA position is assigned to provide clerical and administrative support to prosecutors at the Wisconsin High Intensity Drug Trafficking Area (HIDTA), as well as the DA's violent crimes unit. HIDTA targets drug trafficking and money laundering operations, and the cases are often complex in nature. Due to the complexity of the cases, the prosecutors need higher level support that is capable of aiding in the cases by performing legal research, drafting motions and briefs, assisting in trial preparation and evidence management, preparing exhibits for courts activities, locating/interviewing witnesses, and researching criminal records. A Paralegal position would provide the skillset required by prosecutors for these functions.

The Clerical Specialist DA is currently vacant due to a resignation. It is 100% funded by the District Attorney's HIDTA grant, and the director of Wisconsin HIDTA has authorized full HIDTA funding for the Paralegal position. Therefore, there is no tax levy effect if this request is approved.

FISCAL NOTE

Assuming that the new position is filled at step 7 of the pay range for 13 pay periods remaining in 2014, approval of these position actions will result in an increase of \$5,150 for 2014 (including salary, social security, and benefits). In 2015, the full year cost increase will be \$10,300.

RECOMMENDATION

Given that the additional cost has been approved by HIDTA and the higher level support needed by the prosecutors would be fulfilled by the requested actions, the Department of Administrative Services - PSB recommends that the request to abolish 1.0 FTE Clerical Specialist DA and create 1.0 FTE Paralegal in the District Attorney's Office be approved.

Prepared by:
Anthony Geiger
278-4173

Josh Fudge
Director, Office of Performance, Strategy & Budget
Department of Administrative Services

cc: Chris Abele, County Executive
John Chisholm, Milwaukee County District Attorney
Supervisor Willie Johnson Jr., Co-Chair, Finance, Personnel & Audit Committee
Supervisor David Cullen, Co-Chair, Finance, Personnel & Audit Committee
Raisa Koltun, Interim Chief of Staff, County Executive's Office
Kelly Bablitch, Chief of Staff, County Board of Supervisors