

COUNTY OF MILWAUKEE
Inter-Office Communication

Date: April 13, 2022

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

From: George Christenson, Clerk of Circuit Court

Subject: Clerk of Circuit Court requests to abolish 1.0 FTE Justice Center Administrator and create 1.0 FTE Assistant Chief Deputy Clerk – Sr. Administrator

File Type: Action Report

REQUEST

The Clerk of Circuit Court requests to abolish 1 FTE position of Justice Center Administrator, pay grade 35M and create 1 FTE Assistant Chief Deputy Clerk – Sr. Administrator, 916E.

POLICY

Wisconsin State Statutes:	Wis Stats 59.17
Milwaukee County Code of General Ordinances:	MCGO 17.05(1)
Specific Adopted Budget:	2022 Adopted Budget

BACKGROUND

Combined Court Operations has undergone significant personnel and programmatic changes due to the retirement of the Clerk of Circuit Court prior to serving the full term and the Covid 19 pandemic. Despite transitioning to a virtual format for hearings and holding in-person hearings and jury trials, a significant backlog has developed due to capacity restrictions. Additionally, Courts is experiencing the pandemic phenomenon of “the great resignation” and at one point was at risk of not being able to hold hearings due to lack of trained staff. Courts has engaged in several hiring and retention strategies to resolve these personnel issues. To address the backlog ARPA funding has been secured. A restructuring of the administrative hierarchy is necessary to address and support new initiatives.

FISCAL IMPACT

The pay grade of 35M and 916E overlap so there is no fiscal impact. There is the potential for cost saving since 916E has a lower starting range.

POSITION INFORMATION

<u>Action</u>	<u>Title</u>	<u>Pay Range</u>	<u>Annual Salary Range</u>
Abolish	Justice Center Administrator	35M	\$81,618 - \$97,275
Create	Assistant Chief Deputy Clerk – Sr. Administrator	916E	\$77,854 - \$101,213

VIRTUAL MEETING INVITES

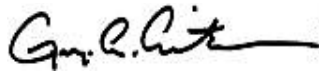
George Christenson
Brenda Ottesen
Tammy Kruczynski
Donya Saffold

PREPARED BY:

Brenda Ottesen, Chief Deputy Clerk

APPROVED BY:

George Christenson, Clerk of Circuit Court



George Christenson, Clerk of Circuit Court

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