

COUNTY OF MILWAUKEE
Inter-Office Communication

Date: August 12, 2022

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

From: Guy Smith, Executive Director Milwaukee County Parks

Subject: From the Executive Director Milwaukee County Parks requesting permission to Abolish 1.0 FTE Receptionist and Create 1.0 FTE Park Unit Coordinator 2

File Type: Action

REQUEST

Milwaukee County Parks is requesting permission to abolish 1.0 FTE Receptionist and create 1.0 FTE Park Unit Coordinator 2.

POLICY

Milwaukee County Code of General Ordinances:	17.05
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BACKGROUND

Milwaukee County Parks requests the abolishment of 1.0 FTE Receptionist position in Administration & Planning and creating 1.0 FTE Park Unit Coordinator 2 position in Operations. Additional support is needed in the South Region to differentiate duties within Wilson Park between the Recreation Center, the outdoor activities in Wilson Park, and the Operational responsibilities of other parks in this maintenance unit. This action will also administratively transfer the existing Office Assistant 3 from Wilson in the South Operation Region to Operations administration to assist with customer inquiries, CityWorks, and procurement.

Related File No's:	
Associated File No's (Including Transfer Packets):	
Previous Action Date(s):	

ALIGNMENT TO STRATEGIC PLAN

This item aligns to strategic plan objectives 1A, 2A and 3A. Adding an additional full-time position provides an additional opportunity to hire staff that are reflective of the diverse community, improve on what, where and how services are delivered to advance health equity and provide capacity to invest upstream to address root causes of health disparities.

FISCAL EFFECT

The receptionist position has been vacant for twelve pay periods for a savings of \$19,300 and the proposed creation of a Park Unit Coordinator 2 will be effective for six pay periods at a cost of \$15,370. Milwaukee County Parks has included these position actions in the 2023 departmental request.

TERMS

This action is requested to take effect in pay period 22.

VIRTUAL MEETING INVITES

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PREPARED BY:

Jeremy Lucas, Director of Administration & Planning

APPROVED BY:

Guy Smith, Executive Director Milwaukee County Parks *Guy Smith*

ATTACHMENTS:

None

CC: David Crowley, County Executive
Mary Jo Meyers, Chief of Staff, County Executive's Office
Sheldon Wasserman, Supervisor District 3, PEEC Chair
Steven Shea, Supervisor District 8, PEEC Vice Chair
Felicia Martin, Supervisor District 7, PEEC Member
Juan Miguel Martinez, Supervisor District 12, PEEC Member
Steve Taylor, Supervisor District 17, PEEC Member
Kelly Bablitch, Chief of Staff, Milwaukee County Board of Supervisors
Janelle M. Jensen, Legislative Services Division Mgr, Office of the County Clerk
Aaron Hertzberg, Director, Department of Administrative Services
Joseph Lamers, Fiscal & Budget Director, DAS
Vince Masterson, Fiscal & Strategic Asset Coordinator, DAS
Pamela Bryant, Capital Finance Manager, Comptroller's Office
Justin Rodriguez, Capital Finance Analyst, Comptroller's Office
Kelsey Evans, Committee Coordinator, Office of the County Clerk
Ciara Miller, Research & Policy Analyst, Office of the Comptroller
Anthony Rux, Budget & Management Analyst, DAS-PSB