

**COUNTY OF MILWAUKEE**  
Inter-Office Communication

Date: July 19, 2022

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

From: Stuart Carron, Director Facility Management Division, Department of Administrative Services (DAS-FMD)

Subject: DAS-FMD requests to abolish 1.0 FTE Writer-Specification, Pay Grade 28A, and create 1.0 FTE Project Assistant, Pay Grade 20

File Type: Action Report

**REQUEST**

DAS-FMD requests to abolish 1.0 FTE Writer-Specification, Pay Grade 28A, and create 1.0 FTE Project Assistant, Pay Grade 20. The new Project Assistant position will incorporate the responsibilities of the former Writer-Specification, plus provide additional project management support within the Architecture, Engineering and Environmental Services section of DAS-FMD.

**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**

The Architecture, Engineering and Environmental Services (AE&ES) section of DAS-FMD is responsible for managing and delivering the majority of the projects within the County's annual capital program. We are undergoing a transformational reorganization to improve all aspects of project delivery and customer service, and the new Project Assistant role is a linchpin to the effectiveness of this new organization.

Incorporating elements of both administrative and project management functions, this position will be key in driving efficiency, consistency, and compliance, to provide superior client communication over the course of the project, create workload balance for both Project Managers and front office staff, and establish a direct line of project support for internal and external users. The objective of this position is to provide direct administrative and project compliance support to AE&ES Project Managers through system administration, as well as contract administration and tracking. Additionally, responsibilities will include other project management functions such as TBE and residency compliance management, performance management, reporting, processing of project documents, and training and quality assurance.

**ALIGNMENT TO STRATEGIC PLAN**

Describe how the item aligns to the objectives in the [strategic plan](#):

1C: Increase the number of County contracts awarded to minority and women-owned businesses

Responsibilities of this new position will include support and training of both internal staff and external contractors on the B2GNow contract payment and TBE participation compliance tracking system, as well as monitoring and enforcing compliance with the contractual requirements for participation. This should help increase the number and quality of participating contractors and contracts.

3B: Enhance the County’s fiscal health and sustainability

Additionally, through sharing their knowledge in the use of various non-integrated project management software systems, the Project Assistant will help establish greater expertise and use of these systems among others throughout the organization, further enabling efficiencies in project tracking and quality control, resulting in improved project outcomes, such as budget and schedule control.

**FISCAL EFFECT**

The anticipated date of hire of the new position is October 24, 2022. Both current year and subsequent year costs are within the adopted 2022 and requested 2023 salaries in DAS-FMD.

**POSITION INFORMATION**

<u>Action</u>	<u>Title</u>	<u>Pay Range</u>	<u>Annual Salary Range</u>
Abolish	Writer-Specification	\$ 29.11 – 37.11	\$ 60,548.80 – 77,180.80
Create	Project Assistant	\$ 22.62 – 26.26	\$ 47,049.60 – 54,620.80

**VIRTUAL MEETING INVITES**

Stuart Carron, Director, Facilities Management Div, DAS  
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**PREPARED BY:**

Stuart Carron, Director, Facilities Management Div, DAS

**APPROVED BY:**

Aaron Hertzberg, Director, Department of Administrative Services

**ATTACHMENTS:**

none

*Aaron Hertzberg*  
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Aaron Hertzberg, Director, Department of Administrative Services

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