

COUNTY OF MILWAUKEE
Inter-Office Communication

Date: April 4, 2023

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

From: Katie Bainer, Operations and Administration Manager, Facilities Management Division, Department of Administrative Services

Subject: A Request from the Director, Department of Administrative Services (DAS), regarding Authorization DAS-FMD to abolish 1.0 FTE Administrative Assistant, Pay Grade 06P, and create 1.0 FTE Project Assistant, Pay Grade 20

File Type: Action Report

REQUEST

The Director of DAS respectfully requests authorization to abolish 1.0 FTE Administrative Assistant, Pay Grade 06P, and create 1.0 FTE Project Assistant, Pay Grade 20. The new Project Assistant position will incorporate the responsibilities of the former Administrative Assistant, 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:	2023 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 capital 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 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

There are sufficient funds in DAS-FMD to cover this position as the expense for this position is cross-charged to the Airport. Airport Administration has approved this funding in the 2023 budget.

POSITION INFORMATION

<u>Action</u>	<u>Title</u>	<u>Pay Range (per hour)</u>	<u>Annual Salary Range</u>
Abolish	Administrative Assistant	\$19.70 - \$25.26	\$40,968 – \$52,531
Create	Project Assistant	\$23.54 – \$27.33	\$48,967 – \$56,837

VIRTUAL MEETING INVITES

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

Katie Bainer, Operations and Administration Manager, Facilities Management Div, DAS

APPROVED BY:

Aaron Hertzberg, Director, Department of Administrative Services

ATTACHMENTS:

none

Aaron Hertzberg

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