

COUNTY OF MILWAUKEE
Inter-Office Communication

Date: February 16, 2024

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

From: Shakita LaGrant-McClain, Director, Department of Health and Human Services

Subject: A report from the Director, Department of Health and Human Services, requesting the creation of 1.0 FTE Child Support Administrator and abolishment of 1.0 FTE CSS Unit Director

File Type: Action Report

REQUEST

A report from the Director, Department of Health and Human Services, requesting approval to create 1.0 FTE Child Support Administrator in paygrade 902E and abolish 1.0 FTE Budget CSS Unit Director in pay grade 901E.

POLICY

The maximum number of positions and/or the maximum number of employee hours in a given classification are approved as part of the annual adopted budget. Changes to the authorized number of positions outside of the budget process require approval by the Milwaukee County Board of Supervisors.

Milwaukee County Ordinances:		17.28
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BACKGROUND

The 2024 Adopted Budget integrated the Milwaukee County Child Support Services (CSS) with the Department of Health and Human Services. The purpose of the integration is to enable greater access for DHHS customers to a broader array of services and encourage a child and family-centric approach to service delivery.

The major responsibilities for the Child Support Administrator position are to provide leadership and support policy direction, programmatic and fiscal management, staff supervision, research and analysis of data, budget development, procurement of services, development of cooperative alliances with outside agencies and adherence to state and federal laws; as well as ensure a comprehensive delivery of child support services and strong connection to the community. The new position would be offset by the abolishment of the CSS Unit Director

included in the 2024 Budget. The proposed classification and pay range for the Child Support Administrator better aligns with administrators who oversee the other service areas in DHHS.

ALIGNMENT TO STRATEGIC PLAN

The request to create a new position in the DHHS aligns with the county’s strategic plan to ensure that we can continue in determining what, where, and how we deliver services to advance health equity.

FISCAL EFFECT

A fiscal note is attached.

POSITION INFORMATION

<u>Action</u>	<u>Title</u>	<u>Pay Range</u>	<u>Annual Salary Range – 2,088 Hours</u>
Abolish	CSS Unit Director	901E	\$73,403-\$107,432
Create	Child Support Administrator	902E	\$93,018-\$137,779

VIRTUAL MEETING INVITES

Shakita.LaGrant@milwaukeecountywi.gov

PREPARED BY:

Clare O’Brien, Budget and Policy Director, Department of Health & Human Services

APPROVED BY:

Shakita LaGrant-McClain

Shakita LaGrant-McClain, Director, Department of Health & Human Services

ATTACHMENTS:

None

cc: County Executive David Crowley
Sup. Willie Johnson, Jr., Chair, Personnel Committee
Mary Jo Meyers, Chief of Staff, County Executive's Office
Kelly Bablitch, Chief of Staff, Milwaukee County Board of Supervisors
Steve Cady, Research Director, Comptroller's Office
Janelle M. Jensen, Legislative Services Division Manager, Office of the County Clerk
Lottie Maxwell-Mitchell, Senior Budget & Management Analyst, DAS