

COUNTY OF MILWAUKEE
DAS-Division of Human Resources
INTER-OFFICE COMMUNICATION

DATE : August 31, 2011

TO : Supervisor Joe Sanfelippo, Chairman, Personnel Committee

FROM : Candace M. Richards, Interim Director of Human Resources-DAS *Candace M. Richards*

SUBJECT : **2011 Budget Create**

A review of the duties to be assigned to the new position requested in the 2011 Budget has resulted in the following recommendations of classification and pay range.

NEW BUDGET CREATE FY 2011					
DEPT.	JOB CODE	JOB TITLE	PAY RANGE	NUMBER OF POSITIONS	BARGAINING UNIT STATUS
6300	TBD	Exec. Dir. 2- Deputy Administrator (BHD)	902E	1	NR

Attachments

Cc: Patrick Farley, Director, Dept. of Administrative Services
Pamela Bryant, Interim Fiscal & Budget Administrator, DAS
C. J. Pahl, Assistant Fiscal & Budget Administrator
Rick Ceschin, Senior Research Analyst
Jodi Mapp, Personnel Committee Clerk

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11 hereby authorize and direct the Interim Director of Human Resources to implement the
12 classification and rate of compensation (as attached and contained in a report from the
13 Interim Director of Human Resources dated August 31, 2011) for the position as
14 recommended for creation in the 2011 Adopted Budget.

MILWAUKEE COUNTY FISCAL NOTE FORM

DATE: 9/6/2011

Original Fiscal Note ☒

Substitute Fiscal Note ☐

SUBJECT: From the Interim Director, Department of Health and Human Services, Requesting Authorization to Undertake Position Actions Related to the creation of a new Deputy Administrator position in the Behavioral Health Division.

FISCAL EFFECT:

- | | |
|---|--|
| <input type="checkbox"/> No Direct County Fiscal Impact | <input type="checkbox"/> Increase Capital Expenditures |
| <input type="checkbox"/> Existing Staff Time Required | <input type="checkbox"/> Decrease Capital Expenditures |
| <input checked="" type="checkbox"/> Increase Operating Expenditures
(If checked, check one of two boxes below) | <input type="checkbox"/> Increase Capital Revenues |
| <input checked="" type="checkbox"/> Absorbed Within Agency's Budget | <input type="checkbox"/> Decrease Capital Revenues |
| <input type="checkbox"/> Not Absorbed Within Agency's Budget | |
| <input type="checkbox"/> Decrease Operating Expenditures | <input type="checkbox"/> Use of contingent funds |
| <input type="checkbox"/> Increase Operating Revenues | |
| <input type="checkbox"/> Decrease Operating Revenues | |

Indicate below the dollar change from budget for any submission that is projected to result in increased/decreased expenditures or revenues in the current year.

	Expenditure or Revenue Category	Current Year	Subsequent Year
Operating Budget	Expenditure	\$31,477	\$136,402
	Revenue	0	0
	Net Cost	\$31,477	136,402
Capital Improvement Budget	Expenditure		
	Revenue		
	Net Cost		

DESCRIPTION OF FISCAL EFFECT

In the space below, you must provide the following information. Attach additional pages if necessary.

- A. Briefly describe the nature of the action that is being requested or proposed, and the new or changed conditions that would occur if the request or proposal were adopted.
- B. State the direct costs, savings or anticipated revenues associated with the requested or proposed action in the current budget year and how those were calculated.¹ If annualized or subsequent year fiscal impacts are substantially different from current year impacts, then those shall be stated as well. In addition, cite any one-time costs associated with the action, the source of any new or additional revenues (e.g. State, Federal, user fee or private donation), the use of contingent funds, and/or the use of budgeted appropriations due to surpluses or change in purpose required to fund the requested action.
- C. Discuss the budgetary impacts associated with the proposed action in the current year. A statement that sufficient funds are budgeted should be justified with information regarding the amount of budgeted appropriations in the relevant account and whether that amount is sufficient to offset the cost of the requested action. If relevant, discussion of budgetary impacts in subsequent years also shall be discussed. Subsequent year fiscal impacts shall be noted for the entire period in which the requested or proposed action would be implemented when it is reasonable to do so (i.e. a five-year lease agreement shall specify the costs/savings for each of the five years in question). Otherwise, impacts associated with the existing and subsequent budget years should be cited.
- D. Describe any assumptions or interpretations that were utilized to provide the information on this form.

A) This position would be created to provide enhanced capacity to manage finances and operations and to provide succession planning to the current Administrator, who is a retired Milwaukee County employee working on a limited term contract. It was approved as part of the 2011 operating budget.

B) The recommended position creation would increase BHD's salary, social security and active fringe benefits expenditures by \$31,477 in 2011 and \$136,402 in 2012. The increase will be absorbed within BHD's current budget.

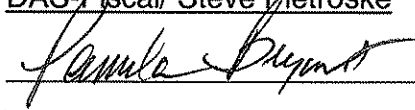
C) No increase in tax levy results from these changes.

D. No assumptions/interpretations.

¹ If it is assumed that there is no fiscal impact associated with the requested action, then an explanatory statement that justifies that conclusion shall be provided. If precise impacts cannot be calculated, then an estimate or range should be provided.

Department/Prepared By DAS-Fiscal/ Steve Pietroske

Authorized Signature



Did DAS-Fiscal Staff Review?

☒

Yes

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No

31-Aug-11

CERT/RECLASSIFICATION FISCAL FORM

17-Oct-11

Create

[illegible]

* All new positions will be created within the Office of Clinical Compliance - Org # yet to be determined

** 2011 Budgeted Active Pension Benefit Fixed Rate = 19.4% of salary + Active Health Care of \$604.

Does the department have sufficient funds for the reclass:

Yes

Does DAS approve the above mentioned reclassifications?

Yes, pending DAS-HR analysis of reclass request.

Comment/Narrative: Position changes made to establish new Office of Clinical Compliance by reorganizing existing positions and centralizing functions.

Annela Bryant

9-13-11

FISCAL AND BUDGET ADMINISTRATOR

DATE _____