

MILWAUKEE COUNTY
Inter-Office Memorandum

DATE: June 19, 2012

TO: Supervisor Marina Dimitrijevic, Chairwoman, Milwaukee County Board of Supervisors

FROM: Héctor Colón, Director, Department of Health and Human Services
Prepared by: Geri Lyday, Administrator, Disabilities Services Division

SUBJECT: From the Director, Department of Health and Human Services Requesting Authorization for a Dual Fill for Title Code 56310 - Human Services Worker (Bilingual Spanish) in the Disabilities Services Division

Policy Issue

Chapter 17.14 of the General Ordinances of Milwaukee County states that "Only one (1) full-time employee may occupy an authorized full-time position on an active basis. When the need arises, a department head or appointing authority may request approval from the county board to actively employ more than one (1) active full-time employee in a full-time authorized position for a specified period of time. Such requests shall be considered by the committee on personnel after receipt of a report from the director of human resources."

Background and Rationale

The Disabilities Services Division (DSD) of the Department of Health and Human Services (DHHS) is requesting authorization to dual fill a Human Services Worker -Bilingual Spanish (Title Code 56310/position #001). The incumbent for this position has presented documentation of a medical restriction that prevents the individual from being able to perform the duties of the position. This individual has exhausted all sick, personal and vacation time and has not been to work more than one day per week since early 2012. The individual has been referred to the Milwaukee County Job Placement Coordinator in Milwaukee County's Office for Persons with Disabilities to identify an alternative county placement that meets his medical restrictions.

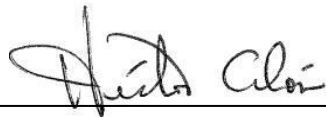
Until such time that the individual is fully registered with the Office for Persons with Disabilities and/or until a regular appointment can be made to fill the vacancy, DHHS is seeking authorization to dual fill the position. The duties of this position provide bilingual support to children and their families with significant disabilities seeking services in the Children's Services Unit of DSD. Failure to provide these bilingual services may limit access to these critical programs to non-English-speaking families and may also limit compliance with State Medicaid Waiver program requirements which could lead to fiscal disallowances.

Recommendation

It is recommended that the County Board authorize the Director, DHHS or his designee to dual fill a Human Services Worker (Bilingual) position in DSD for a period of time not to exceed December 31, 2012.

Fiscal Effect

There is no direct tax levy impact as a result of this action. A fiscal note is attached.



Héctor Colón, Director
Department of Health and Human Services

cc.: County Executive Chris Abele
Tia Torhorst, County Executive's Office
Supervisor Willie Johnson, Jr., Co-Chairman, Finance Personnel and Audit
Supervisor David Cullen, Co-Chairman, Finance Personnel and Audit
Kelly Bablitch, Chief of Staff, County Board
Patrick Farley, Director, DAS
Craig Kammholz, Fiscal & Budget Administrator
C.J. Pahl, Assistant Fiscal & Budget Administrator
Kerry Mitchell, Director, Human Resources
Rick Ceschin, Deputy Director, Human Resources
Araceli Garcia, Human Resources, DHHS
Antionette Thomas-Bailey, Fiscal & Management Analyst, DAS
Jodi Mapp, Personnel Committee Clerk