


**COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION**

DATE: June 29, 2012
TO: Marina Dimitrijevic, County Board Chairwoman
FROM: John Barrett, Clerk of Circuit Court 
SUBJECT: **Request for Dual Fill of a Fiscal Assistant 1, Civil Division Cashier**

Background

Chapter 17.14 of the General Ordinances of Milwaukee County states the following 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.”*

Rationale for the Request to Double Fill

The Clerk of Circuit Court respectfully requests permission for a Dual Fill of a Fiscal Assistant 1 position (Job Code 4040; Position #5).

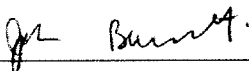
The current incumbent to this position has presented to the Clerk of Circuit Court Human Resources Manager a doctor-signed medical restriction document that prevents the individual from ever being able to perform the duties of the position again. This individual was placed with the Clerk of Circuit Court on April 29, 2012 pursuant to the MECA/MILES settlement and has not been to work since May 31, 2012. The individual has been referred to the Milwaukee County Job Placement Coordinator in Milwaukee County’s Office for Persons with Disabilities in hopes that placement into a position within the County that meets her medical restrictions can be made. Until such time that placement of the individual can be made, the Clerk of Circuit Court desires to Dual Fill the position.

Court staff wish to have the position dual filled so that another cashier is available to accept civil court filings and fees in an area that is high volume.

Please advise if you have any questions or concerns regarding this request.

Prepared by: Brenda Ottesen, Human Resources Manager (Courts)

Approved by:



John Barrett
Clerk of Circuit Court

cc: Willie Johnson, Jr. Personnel Committee Co-Chair
David Cullen, Personnel Committee Co-Chair
Patrick Farley, Director, Department of Administrative Services
Josh Fudge, Mgt Analyst, Admin & Fiscal Affairs Division/DAS
Kerry Mitchell, Director, Human Resources
James Smith, Chief Deputy Clerk of Court

(Item) From the Clerk of Circuit Court, requesting authorization for the Clerk of Circuit Court to double-fill one Fiscal Assistant 1 position until such time as the incumbent is fully registered with the Office for Persons with Disabilities and/or until a regular appointment can be made to fill the vacancy, by adoption of the following:

RESOLUTION

WHEREAS, due to a physician-certified medical restriction preventing the incumbent from ever being able to perform the duties of the position again; and

WHEREAS, the incumbent has not been to work since May 31, 2011; and

WHEREAS, the individual has been referred to the Milwaukee County Job Placement Coordinator in Milwaukee County's Office for Persons with Disabilities in hopes that placement into a position within the County that meets her medical restrictions can be made; and

WHEREAS, Clerk of Court Staff need to have the position dual filled for the smooth and timely operation of the civil courts; and

WHEREAS, Chapter 17.14 of the General Ordinances of Milwaukee County states the following 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."*

; now, therefore,

BE IT RESOLVED, the Clerk of Circuit Court is hereby authorized to double-fill one Fiscal Assistant 1 position until such time as the incumbent is fully registered with the Office for Persons with Disabilities and/or until a regular appointment can be made to fill the vacancy.

MILWAUKEE COUNTY FISCAL NOTE FORM

DATE: 6/28/2012

Original Fiscal Note

Substitute Fiscal Note

SUBJECT: Request for Dual Fill of a Fiscal Assistant 1, Civil Division Cashier

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	15,900	
	Revenue		
	Net Cost	15,900	
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.

The current employee in the position was placed with the Clerk of Circuit Court on 4/29/12 as per the MECA/MILES settlement agreement. The same employee last worked on 5/31/12 and is now considered permanently disabled and unable to perform the required tasks. The department is requesting that they be held harmless from a budget perspective for both the current and replacement employee because the initial placement was due to the MECA/MILES settlement agreement.

- 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.

\$15,900 as per DAS approval form

- 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.

The department has enough of a projected budgetary surplus for wages as a result of turnover to be able to absorb the increased expenditures within the 2012 budget.

- D. Describe any assumptions or interpretations that were utilized to provide the information on this form.

No assumptions or interpretations were utilized.

Department/Prepared By David P. Ehlinger, CPA, Fiscal Operations Administrator -- Courts

Authorized Signature

 _____

Did DAS-Fiscal Staff Review?

Yes

No

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.

12PA0335

Enter Budget Fiscal Year Below

2012

County of Milwaukee

Request for Position Action Form 3700 R2

Corrective Action Plan

Dept Name	Agency	Org Code	Date of Request
Clerk of Circuit Court		2843	6/26/2012

DAS Area			
Analyst			
Control Number	Tran Code	Tran Agcy	Tran Number

Position Action

Initial Cert Request Reclassification Temp Appt Abolish/Create TAHC TAHC form should be attached

Modify Cert Request Reallocation Emerg Appt Double Fill Other

Describe Other _____

Request Detail

Line No.	Clock No	Position No.	Name (Last, First, Middle/Initial)	Hours/Type	Amount	DAS Approved
01	n/a	00004040000005	Marsha LaRoux ** - (vacant)	40.0	\$17,767	
02			Position # 00004040000035* RC			
03			\$17,950		\$35,717	
04			**sick/vacation/personal		both salaries	
05						

Description of Position Action Being Requested

The incumbent, Marsha LaRoux was placed with Clerk of Circuit Court pursuant to a settlement agreement with MECAMILES on April 29, 2012. She last worked in the department until May 31, 2012. Since that time she has been unable to perform the duties. On June 13, 2012 the employee provided a work status report that indicates she has restrictions preventing her from ever performing the duties of the position again. A referral was made to the office of disabilities for either Accommodation or Alternative Job. At this time, the Office on Disabilities is looking for an alternative job in Milwaukee County.

Justification for Exemption

Position is critical to the smooth and timely operation of the civil courts and needs to be filled as soon as possible. This position is responsible for for customer service functions, processing of payments for costs, and filing fees in the cashier area. This position is responsible for the daily referral of outstanding financial obligations to collection agencies, prepares witness fees, certification of court records and transcripts of judgment. Additionally, since the incumbent was a MECAMILES placement and was essentially never able to perform the duties of the position, the department is requesting to be held harmless from a budget perspective for payment of the dual salary to Ms. LaRoux.

Public Safety, Patient Care, Public Health (Y or N) Y

Grant Reimbursable (Y or N) N Percentage _____

Approval Needed in CRS (Ceridian Recruiting System) (Y or N) Y

Net Amount Of Request

Requested By Brenda Ottesen, Human Resources Manager Phone Number (414) 278-4354

Department Head John W. Barrett, Clerk of Circuit Court Location 104, Courthouse

Department of Human Resources (Required for TAHC Only)

Approved Denied

Authorized Signature _____ Date _____

Department of Administrative Services (Only) Comments:

Approve. Est cost of addl employee assuming July 23 start date is \$14,427 incl. sol, soc & pension

Budget Analyst

Approved By: [Signature] Date: 6-27-12 \$ 15,900

Denied By: _____ Date: _____ \$ 14,427

Total Approved

Director of Administrative Services

[Signature] Date: 6/27/12 Approved Denied