

**COUNTY OF MILWAUKEE**  
DEPARTMENT OF HUMAN RESOURCES  
INTER-OFFICE COMMUNICATION

DATE : June 29, 2012

TO : Chairwoman Marina Dimitrijevic, County Board of Supervisors

FROM : Kerry J. Mitchell, Director of Human Resources *KJM*

SUBJECT: **Dual Fill of a Position – Fiscal Assistant I, Civil Division Cashier – Combined Court Related Operations**

**REQUEST**

The Combined Court Related Operations has requested authorization, in accordance with C.G.O. 17.14 (1), Payment for Full-time Employment, to dual fill one position of Fiscal Assistant I position, job code 04040, job grade (pay range) 03P. The request is until the Milwaukee County Job Placement Coordinator in the Milwaukee County's Office for Persons with Disabilities places the incumbent into a position within the County that meets the incumbent's medical restrictions.

**BACKGROUND**

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.

## RECOMMENDATION

It is recommended that the request for dual fill for one position of Fiscal Assistant 1 position, job code 04040, job grade (pay range) 03P, be approved to ensure adequate staffing levels are met so that another cashier is available to accept civil court filings and fees, in an area that is high volume.

## FISCAL IMPACT

There would be a fiscal impact of \$15,900. The department has indicated that they have 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.

KJM:jam

Cc: County Executive Chris Abele  
Amber Moreen, Chief of Staff, County Executive's Office  
Kelly Bablitch, Chief of Staff, County Board  
Steve Cady, Fiscal & Budget Analyst, County Board  
Josh Fudge, Fiscal and Management Analyst, DAS-Fiscal  
John Barrett, Clerk of Circuit Court  
James Smith, Chief Deputy Clerk Court  
Brenda Ottesen, HR Coordinator  
Carol Mueller, Finance, Personnel & Audit Committee Clerk