

**-COUNTY OF MILWAUKEE-
INTEROFFICE COMMUNICATION**

DATE : June 27, 2012

TO : Marina Dimitrijevic, Chair, County Board of Supervisors

FROM : Craig Kammholz, Fiscal and Budget Administrator, Department of Administrative Services

SUBJECT : Request to Abolish Two Half-Time Deputy Court Clerk/Judicial Assistant Positions and Create One Full-Time Deputy Court Clerk/Judicial Assistant Position

REQUEST

The Clerk of Circuit Courts is essentially requesting to convert two half-time (20 hours per week) Deputy Court Clerk/Judicial Assistant positions (title code 00008780) into one full-time (40 hours per week) position of the same class and pay range.

BACKGROUND/ANALYSIS

The Clerk of Circuit Courts indicates the two half-time positions work in the felony courts on weekends, and that both positions will be vacant by August 6. Both part-time positions are benefit-eligible. By creating one full-time position, benefit costs of one position will be saved.

The Clerk of Circuit Courts seeks to replace the two half-time positions with one full-time position that will be allowed to work a flexible schedule, maintaining the court coverage on weekends.

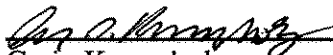
FISCAL NOTE

Because the two half-time positions are each budgeted at one-half the total cost of a full-time position - including salary, social security, and active benefits - there is no budgetary impact related to this request. Additionally, the two half-time positions were filled at the top step of the pay range; assuming the full-time position is filled at a lower step, the department will realize salary and social security savings.

RECOMMENDATION

The Department of Administrative Services, Fiscal Affairs recommends the request by the Clerk of Circuit Courts to abolish two Half-Time Deputy Court Clerk/Judicial Assistant positions (title code 00008780, position numbers 80 and 81) and create one Full-Time Deputy Court Clerk/Judicial Assistant position, of the same title code be approved.

Prepared by:
Josh Fudge



Craig Kammholz

Fiscal and Budget Administrator, Department of Administrative Services

Pc: Chris Abele, County Executive
John Barrett, Clerk of Circuit Courts
Amber Moreen, Chief of Staff, County Executive's Office
Kelly Bablitch, Chief of Staff, Board of Supervisors