

**-COUNTY OF MILWAUKEE-
INTEROFFICE COMMUNICATION**

DATE : June 28, 2012

TO : Marina Dimitrijevic, Chair, County Board of Supervisors

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

SUBJECT : Clerk of Circuit Courts Request to Abolish and Create Several Administrative and Fiscal Positions

REQUEST

The Clerk of Circuit Court has requested to abolish six administrative and fiscal positions (5.5 FTE) and create six replacement positions (6.0 FTE) in several divisions. The requested actions are:

- Abolish 1.0 FTE Administrative Specialist-Courts NR (title code 00000075, pay range 07PM), to be replaced with the creation of 1.0 FTE Fiscal Assistant 2 (title code 00004041, pay range 04P), in the Probate Division.
- Abolish 1.0 FTE Administrative Assistant NR (title code 00000040, pay range 06PM), to be replaced by the creation of 1.0 FTE Clerical Assistant 2 (title code 00000045, pay range 04P), in the Children's Court Division.
- Abolish 1.0 FTE Secretarial Assistant (title code 00000066, pay range 04P), to be replaced by the creation of 1.0 FTE Clerical Assistant 1 (title code 00000042, pay range 03P), in the Family Court Commissioner section.
- Abolish 0.5 FTE Office Support Assistant 2 (title code 00000007, pay range 02P), to be replaced by the creation of 1.0 FTE Accountant 1 (title code 00004100, pay range 14), in the Felony Courts Division.
- Abolish 2.0 FTE Administrative Specialist - Courts (title code 00000075, pay range 07PM), to be replaced by the creation of 2.0 FTE Clerical Assistant 1 (title code 00000042, pay range 03P) in the Felony Courts Division.

BACKGROUND/ANALYSIS

According to the request, significant turnover (especially retirements) in the past year and changes to processes mandated by the State of Wisconsin has led the department to examine its administrative and fiscal staffing levels and duties. The requested reorganization plan would also reclassify or reallocate other upper level management positions, and several positions not included in this request have been transferred across divisions.

In general, the request and department staff indicates the purpose of this reorganization is to shift complex process, financial, and analysis duties from the positions that would be abolished to upper management (resulting in the request to reclassify those positions). The newly created positions would then provide additional customer service and administrative support to upper management.

All of the positions requested for abolishment are vacant as of June 5. The specific roles related to each request, by division, are as follows:

Probate Division

The request to abolish 1.0 FTE Administrative Specialist-Courts NR and replace it with the creation of 1.0 FTE Fiscal Assistant 2 (title code 00004041, pay range 04P) is mainly related to new departmental standards for processing of accounts and Watts (guardianship) reviews. The Clerk of Circuit Courts is requesting this change so that a more fiscally-oriented position can provide more efficient processing, while supervisory duties are shifted to existing management positions. The active salary, social security and pension savings for the remainder of 2012 are approximately \$4,401.

Children's Division

The request to abolish 1.0 FTE Administrative Assistant NR (title code 00000040, pay range 06PM), to be replaced by the creation of 1.0 FTE Clerical Assistant 2 (title code 00000045, pay range 04P), is mainly related to the reassignment of the duties of the Administrative Assistant at the Children's Court Center to an existing Clerical Assistant 2 at that location. The newly created Clerical Assistant 2 will act as lead worker in the downtown location where the volume of jurors and number of trials is much larger than the Children's Court location. The active salary, social security and pension savings for the remainder of 2012 are approximately \$2,551.

Family Court Commissioner

The Clerk of Circuit Courts indicates that the request to abolish 1.0 FTE Secretarial Assistant (title code 00000066, pay range 04P), to be replaced by the creation of 1.0 FTE Clerical Assistant 1 (title code 00000042, pay range 03P) is mainly related to internal workflow changes that will shift responsibilities among positions. Some of the work formerly performed by the Secretarial Assistant can be shifted to the three remaining (filled) Secretarial Assistant positions and the new Clerical Assistant. The active salary, social security and pension savings for the remainder of 2012 are approximately \$1,113.

Criminal Division

The Clerk of Circuit Court indicates that workload related to financial duties related to criminal cases (bond receipting and reimbursement, court costs, bail processing, etc.) have increased and become more complex in recent years. As a result, it is requested that one half-time Office Support Assistant 2 (title code 00000007, pay range 02P) position be abolished, to be replaced by the creation of 1.0 FTE Accountant 1 (title code 00004100, pay range 14). The new position will provide increase financial processing and tracking capacity.

It is also requested that 2.0 FTE Administrative Specialist – Courts (title code 00000075, pay range 07PM) positions be abolished and replaced by the creation of 2.0 FTE Clerical Assistant 1 (title code 00000042, pay range 03P). This action is requested because Clerk of Circuit Courts staff indicates that duties formerly performed by Administrative Specialist – Courts positions can be shifted to other positions or performed by lower-level clerical staff.

The active salary, social security and pension cost for the remainder of 2012 for the changes within the Criminal Division are approximately \$391.

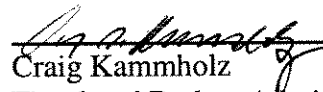
FISCAL NOTE

Regarding the specific abolish-create actions requested above, the estimated fiscal impact for the remainder of 2012 is a net tax levy reduction of \$7,674. This estimate assumes salary, social security and active pension costs based on the midpoint of the pay range for each position for the remaining 11 pay periods of the year (assuming County Board approval on July 26). The annualized savings at 2012 fringe benefit rates is \$18,138. Assuming the replacement positions are filled at steps below the midpoint, the actual savings would be slightly higher.

RECOMMENDATION

The Department of Administrative Services, Fiscal Affairs (DAS) recommends the request by the Clerk of Circuit Courts to abolish six administrative and fiscal positions (5.5 FTE combined) and create six replacement positions (6.0 FTE combined) be approved.

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