### COUNTY OF MILWAUKEE Department of Human Resources

INTER-OFFICE COMMUNICATION

DATE : October 1, 2012

To : Committee on Finance, Personnel & Audit

FROM : Kerry J. Mitchell, Director of Human Resources

SUBJECT : Informational Reports 10/25/2012 N For Finance, Personnel & Audit Committee Meeting

Attached are a series of informational reports relative to *dual employment, emergency appointment, and temporary appointment*. Reports reflect updates through the end of pay period 1. Also included is an informational report relative to *temporary assignments to a higher classification*, which is updated through October1, 2012.

These reports are provided in accordance with the provisions of Chapter 17 of the County General Ordinances.

KJM:jam

Attachments

## Dual Employment Report Finance, Personnel & Audit Committee Meeting October 25, 2012

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| Organizational Unit | Name               | Current Classification         | Current Pay Range | Dual Employment | Dual Employment Pay Range |
|---------------------|--------------------|--------------------------------|-------------------|-----------------|---------------------------|
| Parks Department    | John Quinlan       | Public Services Manager        | 26M               | Umpire          | 52                        |
| Parks Department    | Nicholas Spence    | Office Asst 1 Seasonal         | 6                 | Umpire          | 52                        |
| Parks Department    | Kevin Quinlan      | Food Service Operator Seasonal | 9                 | Umpire          | 52                        |
| Parks Department    | Terrance Wycklendt | Process Server Hrly            | 16                | Umpire          | 52                        |
| Parks Department    | Al;yssa Krueger    | Organized Sports Coordination  | 26M               | Umpire          | 52                        |

# Emergency Appointment Report Finance, Personnel & Audit Committee Meeting October 25, 2012

| Requestor           | Dept Last Name    | First Name | Title Description       | Employee<br>Class | Status | Emergency<br>Appt Date | Pay<br>Range |
|---------------------|-------------------|------------|-------------------------|-------------------|--------|------------------------|--------------|
|                     | 8921 Fonseca      | Wilma      | Detent Home Sunt        | F                 | ^      | 9/17/2012              | 915E         |
| DHHS                | 0921 FURSECA      | VVIIITA    | Detent Home Supt        | Г                 | A      | 9/11/2012              | 9100         |
| Election Commission | 3010 Brener       | Marlene    | Election Clk            | H                 | А      | 1/3/2012               | 01M          |
| Election Commission | 3010 Christiansen | Marleen    | Election Clk            | Н                 | А      | 1/3/2012               | 01M          |
| Election Commission | 3010 Davison      | Helen      | Election Clk            | Н                 | А      | 1/3/2012               | 01M          |
| Election Commission | 3010 Dempsey      | Charlene   | Election Clk            | Н                 | А      | 1/3/2012               | 01M          |
| Election Commission | 3010 Frattura     | Margaret   | Election Clk            | Н                 | А      | 1/3/2012               | 01M          |
| DHHS Block Grant    | 3010 Gant         | Evans      | Housing Program Analyst | F                 | А      | 5/20/2012              | 18           |
| Election Commission | 3010 Hollander    | Norma      | Election Clk            | H                 | А      | 1/3/2012               | 01M          |
| Election Commission | 3010 MIRR         | FAYE       | Election Clk            | Н                 | A .    | 1/3/2012               | 01M          |
| HR                  | 1149 Talbert      | Barbara    | Clerical Spec HR (NR)   | F                 | А      | 4/30/2012              | 05PM         |
| Election Commission | 3010 Pomush       | Janet      | Election Clk            | н                 | А      | 1/3/2012               | 01M          |

## Temporary Appointment Report Finance, Personnel & Audit Committee Meeting October 25, 2012

| Requestor              | Dept | Last Name | First Name | Title<br>Code | Title Description | Emp<br>Class | Status | # of Hours in<br>Payroll Period | Temporary<br>Appt Date | Appt Type |
|------------------------|------|-----------|------------|---------------|-------------------|--------------|--------|---------------------------------|------------------------|-----------|
| Child Support Services | 2422 | Liska     | Frank      | 89990         | Contract Retiree  | F            | A      | 0                               | 4/9/2012               | HT        |

#### Temporary Assignment to a Higher Classification (TAHC) Report Finance, Personnel & Audit Committee Meeting October 25, 2012

| Dept             | First Name | Last Name   | Current Job Title                     | Pay Range | Start Date | End Date | New Job Title                                      | Pay Range |
|------------------|------------|-------------|---------------------------------------|-----------|------------|----------|--|-----------|
| DHHS             | Ersol      | Henry       | HSW Juvenile Justice                  | 16C       | 9/9/2012   | 11/02/12 | Human Services Supervisor                          | 26M       |
| BHD              | Shannon    | Thiry       | Payroll Assistant                     | 04P       | 9/10/2012  | 11/09/12 | Clerical Spec MHD                                  | 05P       |
| BHD              | Sylvia     | Cortez      | BHESC                                 | 24        | 8/27/2012  | 11/23/12 | Psych Crisis Serv Coordinator                      | 31M       |
| BHD              | Jennifer   | Savasta     | Office Support Asst 2                 | 02P       | 9/10/2012  | 11/09/12 | Payroll Assistant                                  |           |
| Clerk of Courts  | Lori       | Moore       | Fiscal Assistant II                   | 04P       | 8/27/2012  | 10/26/12 | Accountant I                                       | 14        |
| DAS-Facilities   | Gary       | Waszak      | Facilities Maintenance Coordinator    | . 30M     | 8/6/2012   | 11/03/12 | Facilities Maintenance Manager                     | 916E      |
| DAS-Facilities   | Gerald     | Otto        | Electrical Mechanic                   | 54        | 8/14/2012  | 11/10/12 | Electrical Mechanic Supervisor                     | 54        |
| DOT-Airport      | Pamela     | Cavadias    | Secretarial Asst                      | 04P       | 9/10/2012  | 12/08/12 | Executive Asst Airport                             | 06PM      |
| DOT-Airport      | Robert     | Kopling     | Airport Mtce Wkr Asst                 | 10Z       | 9/17/2012  | 11/16/12 | Airport Mtce Wrkr Asst IC                          | 12        |
| DOT-Airport      | Ray        | Davis       | Airport Mtce Wkr Asst IC              | 12        | 9/11/2012  | 11/12/12 | Asst Facilities Supervisor                         | 14M       |
| DOT-Hwy Mtce Div | John       | Stoker      | Electrical Mechanic DOT               | 54        | 10/24/2012 | 10/30/12 | Elec Mech Supervisor DOT                           | 54        |
| Parks            | James      | Keegan      | Exec Director 2 - Chief of Operations | 902E      | 8/17/2012  | 11/14/12 | Exec Director 3 - Director of Parks, Rec & Culture | 903E      |
| Parks            | Jill       | Organ       | Engineer                              | 32A       | 9/4/2012   | 12/02/12 | Exec Director 2 - Chief of Operations              | 902E      |
| Parks            | Amy        | Рорр        | Park Ranger Seasonal                  | 01        | 9/2/2012   | 11/30/12 | Park Ranger In Charge                              | 07PM      |
| Parks            | Charlotte  | Perko       | Office Asst III-Seasonal              | 12DC      | 9/3/2012   | 12/01/12 | Sr. Executive Asst                                 | 07PM      |
| Parks            | Eduardo    | Santiago    | Park Maint. Wrkr II-IC                | 18Z       | 8/30/2012  | 11/27/12 | Community Center Manager                           | 22M       |
| Sheriff's        | Daniel     | Dittberner  | Deputy Sheriff I                      | 17BZ      | 8/12/2012  | 11/10/12 | Deputy Sheriff Seargent                            | 22B       |
| Sheriff's        | Debra      | Burmeister  | Sheriff Dept Captain                  | 8         | 9/10/2012  | 12/08/12 | Exdir1-Sheriffdeptburdir                           | 901E      |
| Sheriff's        | April      | Johnson     | Deputy Sheriff I                      | 17BZ      | 8/20/2012  | 11/17/12 | Deputy Sheriff Seargent                            | 22B       |
| Sheriff's        | Melvin     | Finkley     | Correction Officer I                  | 14Z       | 8/26/2012  | 11/23/12 | Correction Officer Lieutenant                      | 23CM      |
| Sheriff's        | Cheri      | Schmitz     | Correction Officer I                  | 14Z       | 8/19/2012  | 11/16/12 | Correction Officer Lieutenant                      | 23CM      |
| Sheriff's        | Jeffrey    | Andrykowski | Correction Officer I                  | 14Z       | 8/26/2012  | 11/23/12 | Correction Officer Lieutenant                      | 23CM      |
| Sheriff's        | Robert     | Sadowski    | Correction Officer I                  | 14Z       | 9/8/2012   | 12/06/12 | Correction Officer Lieutenant                      | 23CM      |
| Zoo              | Michael    | Narlock     | Heritage Farm Attndt-Seasonal         | 51        | 9/18/2012  | 11/18/12 | Zookeeper  | 15        |

\*Pursuant to M.C.G.O. 17.085(1), (2), or (7), the TAHC has been extended by the Director of DHR. The County Board of Supervisors and the County Executive must approve the second extension to a vacant unclassified position through adoption of a Resolution.