


**COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION**

DATE: May 24, 2013

TO: Marina Dimitrijevic, Chairwoman, County Board of Supervisors

FROM: Kerry Mitchell, Director of Human Resources 
Brian Dranzik, Director of Transportation

SUBJECT: Mid-Year (2013) Creation of an HR Coordinator Position for the Airport

POLICY

County Board approval is required to create and abolish positions in the County Civil Service System.

BACKGROUND

The County's employee base at General Mitchell International Airport (GMIA) has grown to approximately 300 employees who work in a 24/7 environment. As the number of positions has increased, both DHR and DOT have noted an increase in employee relations-related concerns. It has become clear that the Airport is in need of a dedicated, on-site Human Resources Coordinator to focus on addressing employee needs, coaching managers on performance and conduct matters, and providing training and development opportunities for both employees and managers. We have agreed that GMIA could fund 1 HR Coordinator for the Department of Human Resources. Because this employee would work 100% for the Airport, the position may be funded entirely in the absence of property tax levy. We have determined that this need is immediate and should not wait for the 2014 budget cycle.

REQUEST

In conclusion, DOT and DHR request the approval to move forward with the creation of 1 HR Coordinator position in order to ensure effective HR support for employees and managers at the Airport. If this request is approved, we will work together to fill this position immediately. Please refer this item to the Committee on Finance, Personnel and Audit for consideration at the June 13, 2013 meeting.

Thank you for your consideration and support.

cc: A. Morren
D. Tyler
J. Fudge
K. Evans
S. Cady
J. Jensen