

COUNTY OF MILWAUKEE
INTER-OFFICE COMMUNICATION

DATE: June 17, 2013

TO: Supervisor Marina Dimitrijevic, Chairwoman, County Board of Supervisors

FROM: Don Tyler, Director of Administrative Services

SUBJECT: DAS - Facilities Management – AE&ES – Request to Create 1.0 FTE Architect Position

POLICY

The Director of the Department of Administrative Services (DAS) is requesting that the County Board approve a resolution to authorize the creation of one 1.0 FTE Architect position in the Architecture, Engineering and Environmental Services (AE&ES) section of the DAS–Facilities Management Division (DAS-FM).

BACKGROUND

AE&ES proposes a permanent professional position that would be charged at 100% to capital or major maintenance project work. This position would enable AE&ES to better manage the work volume and from planning, design and construction management of countywide capital projects.

The position requested is:

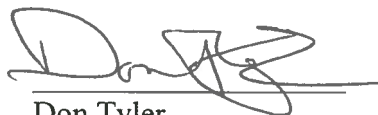
ARCHITECT – TITLE CODE (TBD): New Create, Pay-Grade32A, Annual Salary: \$62,370; primary responsibility: plan and design countywide capital projects; estimated total annual costs of position including benefits is \$90,400; annual revenue generated from capital project charges is estimated at \$187,100 covering overhead and direct expenses.

RECOMMENDATION

The Director of (DAS) recommends the County Board approve a resolution to authorize the creation of 1.0 FTE Architect position.

Prepared by: Gary E. Drent

Approved by:



Don Tyler
Director
Department of Administrative Services



Gregory G. High, P.E.
Director
AE&ES Section, DAS-FM

Attachments: 1. Job Evaluation Questionnaire

Cc: Chris Abele, County Executive
Supervisor Willie Johnson Jr., Co-Chairperson, Finance, Personnel and Audit Committee
Supervisor David Cullen, Co-Chairperson, Finance, Personnel and Audit Committee
Kelly Bablitch, Chief of Staff, County Board
Josh Fudge, Interim-Fiscal & Budget Administrator, DAS
Vincent Masterson, Fiscal & Strategic Asset Coordinator, DAS
Sean Moore, Human Resources Coordinator, DOT
Kerry Mitchell, Director, DHR