

**-COUNTY OF MILWAUKEE-**  
INTEROFFICE COMMUNICATION

DATE : September 18, 2013

TO : Supervisor Marina Dimitrijevic, Chairwoman, Board of Supervisors

FROM : Josh Fudge, Fiscal & Budget Administrator, DAS-Fiscal

SUBJECT : District Attorney Request to abolish 1.4 FTE Administrative Intern position (title code 00087700, Pay range 01M) and create 1.0 FTE Witness Protection Analyst (Title Code TBD, Pay range 19L).

**REQUEST**

The District Attorney is requesting permission to abolish 1.4 FTE Administrative Intern position (title code 00087700, Pay range 01M) and create 1.0 FTE Witness Protection Analyst (Title Code TBD, Pay range 19L)

**BACKGROUND/ANALYSIS**

The District Attorney is requesting the creation of this position to provide additional capacity to support the witness protection unit with monitoring of inmate communication in cases where it is necessary as well as effective and productive. The particular focus of this position would be on cases involving violent felony criminals and certain misdemeanor cases such as those involving domestic violence or battery. Currently, these duties are being performed by multiple hourly Administrative Intern positions, which the District Attorney's Office is proposing the abolishment of in lieu of a full-time Witness Protection Analyst position.

The request indicates that the Witness Protection Analyst position, as a full-time position, would increase the weekly hours dedicated to monitoring of inmate communication from 57 to 78. Currently, only 27 hours a week are funded in the 2013 Adopted Budget. Data provided by the District Attorney's Office shows an increase of 33% in request for service, which correlates to an increase of 56% in cases requiring analyst aid. In addition, cases which are non-referral, or cases that are not referred by the District Attorney's legal or victim/witness staff for possible threats, currently has a five to six month backlog. In order to avoid trials being dismissed due to witness intimidation or tampering, this backlog needs to be substantially reduced. Furthermore, the reduction in backlog will assist in reducing new crimes being committed against victims and witnesses related to intimidation or tampering. Adding this position to provide the additional support hours would improve the efficiency; and would ensure that the backlog of both referral and non-referral cases is greatly reduced to improve safety of witnesses.

The District Attorney proposes to offset the cost of the new position by abolishing 1.4 FTE Administrative Intern position, which equates to three total hourly positions all scheduled for 19 hours per week, two of which are vacant and unfunded and one of which is filled and funded. The District Attorney indicates that the outcome of the inmate communication monitoring would be best served by a full-time position in lieu of part time intern positions.

**FISCAL NOTE**


Assuming that the newly created position is filled at the start of pay period 25 at step 1 of the pay

range and the positions being proposed for abolishment are abolished at the start of pay period 25, the current year net fiscal impact is a cost increase of \$3,385. This assumes a cost of \$4,478 for the two remaining pay periods in 2013 for the newly created position being offset by a savings of \$1,093 from the abolishment of 1.4 FTE Administrative Intern positions. The 2014 estimated cost of this request is \$58,212 (including salary, social security, and benefits costs). This is offset by a savings of approximately \$14,204 from the abolished positions. The net fiscal impact for 2014 is \$44,008.

## RECOMMENDATION

The Department of Administrative Services, Fiscal Affairs (DAS) recommends the request by the District Attorney to abolish 1.4 FTE Administrative Intern position (title code 00087700, Pay range 01M) and create 1.0 FTE Witness Protection Analyst (Title Code TBD, Pay range 19L) be approved.

Prepared by:  
Veronica Rudychev



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Josh Fudge  
Fiscal and Budget Administrator

cc: Chris Abele, County Executive  
John Chisholm, Milwaukee County District Attorney  
Supervisor Willie Johnson Jr., Co-Chair, Finance, Personnel & Audit Committee  
Supervisor David Cullen, Co-Chair, Finance, Personnel & Audit Committee  
Amber Moreen, Chief of Staff, Office of the County Executive  
Kelly Bablitch, Chief of Staff, County Board  
Steve Cady, County Board Fiscal and Budget Analyst