

**COUNTY OF MILWAUKEE**  
**INTEROFFICE COMMUNICATION**

**Date:** January 7, 2015

**To:** Marina Dimitrijevic, Chair, County Board of Supervisors

**From:** Josh Fudge, Budget Director, Department of Administrative Services

**Subject:** Request to create 1.0 FTE Senior GIS Analyst (Title Code 00010842, Pay Range 30) and abolish 1.0 FTE Clerical Assistant 2 NR (Title Code 00000017, Pay Range 04PM) in the Department of Transportation (DOT) – Highway Division.

**REQUEST**

The Director of the Department of Transportation is requesting to create 1.0 FTE Senior GIS Analyst and abolish 1.0 FTE Clerical Assistant 2 NR.

**BACKGROUND/ANALYSIS**

Milwaukee County annually receives reimbursement from the State of Wisconsin on the order of \$16 million. This reimbursement is processed via an out-of-date and unsupported legacy system which requires significant amounts of data entry and manual payroll validation to ensure accurate billing to the state. Much of this entry was performed by a Clerical Assistant 2 NR who retired in October 2014 (position is currently funded and vacant). In April 2014 the Milwaukee County Board adopted file #14-290, which authorized multiple projects funded via the Innovation Fund. One of these projects was for new highway maintenance billing software. The system chosen will automate much of the data entry/validation while also providing added functionality for highway supervisors to coordinate work assignments. This system is GIS (Geographic Information System) based, giving DOT-Highway the ability to more easily illustrate where time and funds are being spent.

To support this upgrade, DOT-Highway is proposing a new position of Senior GIS Analyst to be responsible for initial set-up and continued operation of the new system.

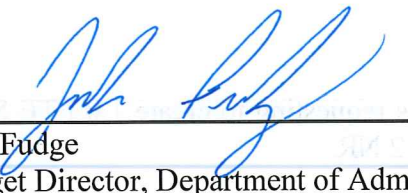
**FISCAL NOTE**

Approval of these position actions, effective February 5, 2015, will result in an estimated salary & active fringe increase of \$24,491 for the remainder of 2015. Approximately 80% of this will be offset by state revenue. The balance will be absorbed by the division.

**RECOMMENDATION**

To better meet the needs of the department and to provide additional skills/ability, the Department of Administrative Services–Office of Performance, Strategy and Budget recommends that the request to abolish 1.0 FTE Clerical Assistant 2 NR and create 1.0 FTE Senior GIS Analyst in the DOT-Highway Maintenance Division, effective February 5, 2015, be approved.

Prepared by:  
Anthony Geiger



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Josh Fudge  
Budget Director, Department of Administrative Services

- cc: Chris Abele, County Executive  
Raisa Koltun, Chief of Staff, County Executive's Office  
Kelly Bablitch, Chief of Staff, Board of Supervisors  
Brian Dranzik, Director, Milwaukee County Department of Transportation  
Steve Cady, Director – Research & Policy, Office of the Comptroller  
Janelle Jensen, Senior Committee Coordinator, Office of the County Clerk