

MILWAUKEE COUNTY
Inter-Office Memorandum

DATE: March 26, 2015

TO: Chairwoman Marina Dimitrijevic, County Board of Supervisors

FROM: Rebecca M. Janz, PRB/Ethics Board Administrator
Office of the Personnel Review Board and Ethics Board

RE: Request to Abolish Clerical Specialist PRB (NR) and Create Paralegal

ISSUE

The PRB/Ethics Board Administrator requests authorization pursuant to Chapter 17.05(1) of the Milwaukee County Code of General Ordinances to abolish 1.0 FTE Clerical Specialist PRB (NR) (Job Code #00001300000001) (05 PM) and to create 1.0 FTE Paralegal (Job Code TBD) (23) to meet the case management, research, and analysis needs of the Milwaukee County Ethics Board, Personnel Review Board, and Civil Service Commission (collectively “the Boards”).

BACKGROUND

The Clerical Specialist PRB (NR) position in the Office of the Personnel Review Board and Ethics Board (“the Office”) has been vacant since December 2013. Currently, the Administrative Assistant assists with a variety of operational, administrative, and paralegal tasks, and overflow administrative work is handled by a contract employee. After reviewing the duties performed by staff and the goals of the Office, the Administrator determined that more accurate descriptions of the support positions required by the Office would be that of a Paralegal and an Administrative Assistant.

The Boards require the services of a Paralegal to perform various higher level duties, such as research, case management, and outreach assistance. The administration of the Boards involves significant case management responsibilities, and the number of pro se employees appearing before the Boards for hearings has increased, which in turn has increased questions to the Office about rules and procedures for hearings. The Office aims to roll out ethics training and guidance for County officials and employees over the coming months, which will also require assistance with research, outreach, and compliance tracking.

Additionally, as of January 1, 2015, the Office is responsible for the administration of the Civil Service Commission. The Office took on this role because the Civil Service Commission now conducts disciplinary hearings under Wisconsin Statute Section 63.10, the same statute that governs the Personnel Review Board’s hearings. However, the Commission uses different procedures and rules than those of the Personnel Review Board, and the Office must have thorough knowledge of these additional protocols. Overall, the Office now administers three government bodies that each have their own unique procedures and processes.

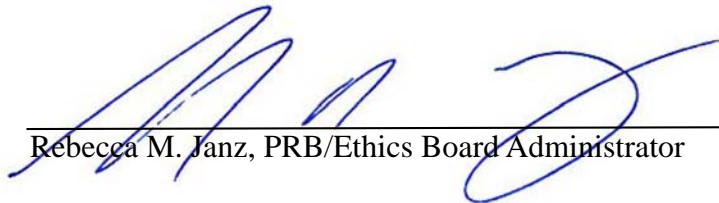
Given the needs of the Boards, the duties performed by staff, and the Office’s goals, a Paralegal focused on research, case management, and outreach assistance, coupled with an Administrative

Assistant focused on operational and administrative assistance, will allow the Office to more effectively serve the Boards and Milwaukee County.

FISCAL IMPACT

The current pay range for the Clerical Specialist PRB (NR) position is 05PM (\$32,049.59-\$41,098.37). The recommended pay range for a Paralegal is 23 (\$47,640-\$54,660). There is currently no incumbent in the position of Clerical Specialist PRB (NR). Assuming a candidate is hired at the lower end of the Paralegal pay scale, the difference in salary can be absorbed within the Boards' budget.

Respectfully,



Rebecca M. Janz, PRB/Ethics Board Administrator

- cc: Chris Abele, County Executive
- Raisa Koltun, Chief of Staff, Office of the County Executive
- Willie Johnson, Jr., Co-Chair, Finance, Personnel and Audit
- Theodore Lipscomb, Sr., Co-Chair, Finance, Personnel and Audit
- Jason Haas, Vice Chair, Finance, Personnel and Audit
- Anthony Staskunas, Chair, Judiciary, Safety and General Services
- Mark Borkowski, Vice Chair, Judiciary, Safety and General Services
- Kelly Bablitch, Chief of Staff, County Board
- Janelle Jensen, Chief Committee Clerk, County Clerk
- Josh Fudge, Director, Office of Performance Strategy & Budget
- Ayçe Chiappetta, Senior Fiscal & Management Analyst, Office of Performance Strategy & Budget
- Molly Pahl, Budget and Management Coordinator, Office of the Comptroller
- Kerry Mitchell, Director, Department of Human Resources
- MaryBeth Buechel, Department of Human Resources
- Michael Blickhahn, Director of Compensation, Department of Human Resources

Attachment: Proposed Resolution