

COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION

Date: March 26, 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 Paralegal (Title Code TBD, Pay Range 23) and abolish 1.0 FTE Clerical Spec PRB (NR) (Title Code 00001300, Pay Range 05PM) in the Department of Personnel Review Board and Civil Service

REQUEST

The Administrator of the PRB and Ethics Board is requesting to create 1.0 FTE Paralegal and abolish 1.0 FTE Clerical Specialist PRB (NR) 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/ANALYSIS

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 NOTE

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 Personnel Review Board, Civil Service and Ethics Boards' 2015 Budget.

The estimated savings for 2015 related to this action including salary and active fringe benefits is \$12,253, due to creation of the new position (\$41,983) and the position being abolished (\$54,236), which has been vacant since December 2013. For 2016, the budget impact will be \$17,735 due to being in effect for the full year. The difference will be absorbed within the budget without tax levy increase.

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 Spec PRB (NR) and create 1.0 FTE Paralegal in the Personnel Review Board, effective April 2015, be approved.

Prepared by:
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