

**COUNTY OF MILWAUKEE  
INTER-OFFICE COMMUNICATION**

DATE: 12/13/2019

TO: Theodore Lipscomb, Sr., County Board Chair

FROM: Joe Lamers, Director, Department of Administrative Service - Performance, Strategy, and Budget

SUBJECT: Requesting authorization to abolish 1.0 unfilled FTE Facilities Grounds Worker II position and create 1.0 FTE Heating and Ventilating Specialist position.

**REQUEST**

The Department of Administrative Services-Facilities Management Division (DAS-FM) requests abolishment of 1.0 FTE Facilities Grounds Worker II (vacant) (pay grade 16Z7) and create 1.0 FTE Heating and Venting Specialist (pay grade 24M).

**BACKGROUND**

The Heating and Venting Specialist position will be responsible for HVAC equipment maintenance and for trouble-shooting HVAC failures. This position will report to and be supported by the DAS-FM HVAC Supervisor. The intention is to utilize this position in 2020 and therefore is being requested now rather than waiting to request it within the 2021 budget process.

The abolishment of the Facilities Grounds Worker II position is tied to the reduction in services that DAS-FM was providing at the County Grounds. The Facilities Ground Worker II position has been unoccupied since January 14, 2019 and will not result in a layoff.

The creation of the Heating and Ventilating Specialist is primarily related to the additional maintenance duties DAS-FM will provide to the Senior Centers. The DAS-FM also plans to utilize the position to fill in HVAC maintenance gaps at other DAS-FM operated buildings. Once the Heating and Ventilation Specialist position is created, DAS-FM will coordinate with Human Resources (HR) to fill the position within the first quarter of 2020.

The pay grade for the Facilities Grounds Worker II is 16Z7 (salary and social security costs of \$46,700 at Step 1) and the pay grade for the Heating and Venting Specialist is 24M (salary and social security costs of \$55,500 at Step 1). This will create an approximate \$8,800 pay gap.<sup>1</sup> In order to cover the difference in pay between the abolished and created position, the accompanying resolution provides for an administrative appropriation transfer to move \$8,800 from Facilities Management's service and

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<sup>1</sup> Estimate is based on the budgeted 1% COLA increase beginning 1-1-2020.

commodities expenditures into personal services. As a result, the net operating expenditures are not increased and the tax levy is not impacted.

**RECOMMENDATION**

The Department of Administrative Services - Performance, Strategy, and Budget recommends abolishment of 1.0 FTE Facilities Grounds Worker II position and creation of 1.0 FTE Heating and Ventilating Specialist. No tax levy impact is anticipated as costs will be absorbed within the DAS-FM budget.

A handwritten signature in cursive script, appearing to read "Joe Lamers", is written over a horizontal line.

Joe Lamers, Director

Department of Administrative Service - Performance, Strategy, and Budget