

County of Milwaukee
Interoffice Communication

DATE: January 9, 2020
TO: Theodore Lipscomb, Sr., Chairman, County Board of Supervisors
FROM: Donna Brown-Martin, Director, Department of Transportation
SUBJECT: From the Department of Transportation, requesting authorization to abolish 1.0 FTE position of Analyst Financial and create 1.0 FTE position of Fiscal and Budget Manager in the Fleet Management Division

ISSUE

The Director of the Department of Transportation is requesting authorization to abolish 1.0 FTE Analyst Financial (Job Code 00012224) and create 1.0 FTE Fiscal and Budget Manager (Job Code TBD Pay Grade 35M - proposed) in the Fleet Management Division.

In conjunction with the pending consolidation of Airport's fleet into the Fleet Management Division, a review of the duties and functions of the Fleet Management front office was warranted. Review of the Analyst Financial position indicated that the previous incumbent's duties had increased in volume and complexity over the years.

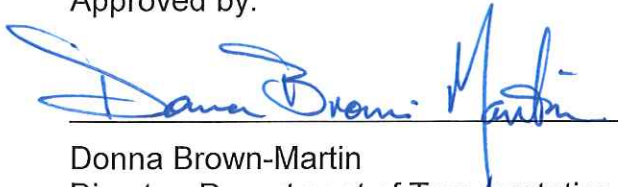
Additionally, due to the increased workload that will result when the consolidation of Airport fleet officially occurs on January 1, 2020, the proposed Fiscal and Budget Manager position will manage the position of Fleet Assistant, which is currently managed by the Fleet Manager. Reporting of the Fleet Assistant to the proposed Fiscal and Budget Manager will provide better alignment of the Division's finance and budgeting processes.

RECOMMENDATION

The Director of the Department of Transportation recommends the Milwaukee County Board of Supervisors authorize the following action:

Position Title	Action	Job Code	FTE	Pay Grade
Analyst Financial	Abolish	00012224	1.0	26M
Fiscal & Budget Mgr.	Create	TBD	1.0	35M (proposed)

Approved by:

A handwritten signature in blue ink, appearing to read "Donna Brown-Martin", is written over a horizontal line.

Donna Brown-Martin
Director, Department of Transportation

cc: Dean Legler, Compensation Director, Human Resources
Joshua Scott, Budget and Management Analyst, DAS-PSB