

**COUNTY OF MILWAUKEE**  
Inter-Office Communication

**DATE:** March 9, 2020

**TO:** Supervisor Theodore Lipscomb, Sr., Chairman, Milwaukee County Board of Supervisors

**FROM:** Mary Jo Meyers, Director, Department of Health and Human Services  
*Prepared by Matt Fortman, DHHS Fiscal Administrator*

**SUBJECT:** **Request to create 1.0 FTE Accountant 2 (pay grade 17) and abolish 1.0 FTE Fiscal Assistant 2 (pay grade 04Z1) in the Department of Health and Human Services**

**Background**

DHHS is requesting the creation of one full-time Accountant 2 position. Currently, the 2020 Budget includes a vacant full-time Fiscal Assistant 2 position to provide fiscal support to DHHS. This position was held by a longtime employee who retired in 2019. As the position evolved, the incumbent performed numerous tasks outside of the requirements of the original Fiscal Assistant 2 position.

In late 2019, DHHS attempted to recruit and fill the position but could not find a candidate to fulfill the duties of the position at its current pay grade. Department of Human Resources/Compensation reviewed the duties for the position and the duties are consistent with an Accountant 2.

The following position actions are being requested:

Position Title	Action	Job Code	FTE	Pay Grade
Accountant 2	Create	00004200	1.0	17
Fiscal Assistant 2	Abolish	00004053	-1.0	04Z1

**Recommendation**

The Director, Department of Health and Human Services (DHHS), recommends the creation of one full-time position of Accountant 2 and the abolishment of one full-time Fiscal Assistant 2 position.

**Fiscal Impact**

The cost for the Accountant 2 is anticipated to be covered by the abolishment of the Fiscal Assistant 2 position. The 2020 salary and social security costs of the Accountant 2 position are anticipated to be \$19,070 assuming the position is filled effective pay period 16. The annualized fiscal impact is \$41,870. The abolishment of the vacant Fiscal Assistant 2 position is anticipated to save \$42,026 in 2020.



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Mary Jo Meyers, Director  
Department of Health and Human Services

cc: County Executive Chris Abele  
Raisa Koltun, Chief of Staff  
Supervisor Jim "Luigi" Schmitt, Chairman, Finance Committee  
Supervisor Eddie Cullen, Chairman, Personnel Committee  
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