

COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION

DATE: May 20, 2020

TO: Marcelia Nicholson, Chairwoman, Chairman, County Board of Supervisors

FROM: Joseph Lamers, Director, Office of Performance, Strategy and Budget,
Department of Administrative Services

SUBJECT: Request to create 1.0 FTE Accountant 2 position and abolish 1.0 FTE Fiscal Assistant 2 position in the Department of Health and Human Services

Request

The Department of Health and Human Services (DHHS) requesting to create 1.0 FTE Accountant 2 position and abolishment of 1.0 FTE Fiscal Assistant 2 position.

Background

DHHS has a vacant Fiscal Assistant 2 position after a longtime employee retired. Due to difficulty in filling the position, the department reviewed the duties of the person who had vacated the position and updated the Job Evaluation Questionnaire (JEQ) for that position. The Human Resources department reviewed the updated JEQ and determined that the duties are those of an Accountant 2.

Recommendation

The Department of Administrative Services – Performance, Strategy, and Budget recommends that 1.0 FTE vacant Fiscal Assistant 2 be abolished, and 1.0 FTE Accountant 2 be created in the Administrative Services Division of DHHS.

Fiscal Impact

Salary for the 1.0 Accountant 2 worker will be paid from the current Personnel Services budget for the department.

Action	Title	No. of Positions	Title Code	Pay Grade
Abolish	Fiscal Assistant 2 (vacant)	1.0 FTE	00004053	04Z1 (\$32,868-41,913)
Create	Accountant 2	1.0 FTE	00004200	17 (\$41,867-47,420)

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Joseph Lamers, Director
Office of Performance, Strategy and Budget
Department of Administrative Services