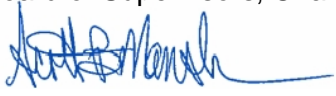


COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION

DATE: January 15, 2021

TO: Marcelia Nicholson, County Board of Supervisors, Chairwoman

FROM: Scott B. Mankse, Comptroller 

SUBJECT: Request to Extend the Temporary Assignment to a Higher Classification (TAHC) for the Accounts Payable Manager in the Office of the Comptroller Accounts Payable Division

Issue

The Comptroller is requesting approval of an extension of the Temporary Assignment to a Higher Classification (TAHC) through July 28, 2021 or whenever the position is filled, whichever is sooner, for the position of Accounts Payable Manager in the Office of the Comptroller – Accounts Payable Division.

TAHCs are authorized pursuant to Milwaukee County Code of General Ordinances 17.085, and TAHCs that extend beyond 180 days require approval by the Milwaukee County Board.

Background

The previous Accounts Payable Manager retired after 35 years of service in July of 2020. The Division's Accounts Payable Supervisor, Ms. Linda Grant, has been serving in the Accounts Payable Manager position since August of 2020.

The Office of the Comptroller delayed filling the position immediately to determine if workflows and responsibilities needed to be reconfigured due to implementation of the new enterprise resource planning (ERP) platform. After review, the Comptroller determined that continued use of the position was necessary to ensure continuity of management and vendor payments and is therefore currently recruiting for the position. The Comptroller expects to fill the position permanently after completion of the recruiting process, which could be as soon as March.

Fiscal and Budgetary Impact

The maximum cost of the TAHC extension is \$9,440 for salary and social security which would only be recognized if the TAHC is necessary through July 28, 2021. The savings from the vacancy in the Accounts Payable Manager more than offsets the potential cost of the TAHC resulting in no fiscal impact to the County.

Recommendation

The Comptroller respectfully requests the County Board approve the request to extend the existing Temporary Assignment to Higher Classification (TAHC) for the Accounts Payable Manager – Office of the Comptroller Accounts Payable Division through July 28, 2021 or whenever the position is filled, whichever is sooner.