

COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION

DATE: January 27, 2021

TO: Supervisor Marcelia Nicholson, Chairwoman, Milwaukee County Board of Supervisors

FROM: Shakita LaGrant-McClain, Director, Department of Health & Human Services
Prepared by: James Mathy, Administrator, Housing Division

SUBJECT Request to create one FTE Housing Program Assistant position in the Section 8 Housing Choice Voucher Program (HCV) within the DHHS Housing Division

Issue

The Director, Department of Health and Human Services (DHHS), is requesting authorization to create one permanent full-time equivalent (FTE) position of Housing Program Assistant at pay grade 16Z3 in the Housing Division.

Background

Beginning in 2018, the HCV Program received 52 new Mainstream Vouchers from Housing and Urban Development (HUD) and the program lease up rate subsequently increased during 2019 and 2020. The new position will be responsible for certification, processing and leasing of the additional vouchers. The position would allow maximum utilization of the program to lease eligible applicants to receive rental assistance through the program. The increased HUD administrative fee will support 100 percent of the cost of the position.

Fiscal Impact

There is no tax levy impact. Housing's Section 8 administrative revenue has been increased to reflect the associated workload resulting from the additional vouchers. The total 2021 salary and social security cost of the position, effective pay period 8 (April 5), ranges between \$31,393 and \$37,494 depending upon placement in the pay range as shown below.

| | Rate | Annual Salary & Social Security Cost | 2021 Salary & Social Security Cost (Effective April 5) |
|------------|---------|--------------------------------------|--|
| Low Range | \$19.19 | \$42,959 | \$31,393 |
| High Range | \$22.91 | \$51,307 | \$37,494 |

Recommendation

The Department of Health and Human Services recommends the creation of 1.0 FTE Housing Program Assistant in the DHHS Housing Division. This position is being funded by additional HUD revenue so there is no tax levy impact to this request.



Shakita LaGrant-McClain, Director
Department of Health & Human Services

cc: County Executive David Crowley
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