

**COUNTY OF MILWAUKEE  
INTEROFFICE COMMUNICATION**

**DATE:** February 1, 2021

**TO:** Marcelia Nicholson, Chairwoman, 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 Housing Program Assistant position in the Housing Division of the Department of Health and Human Services.

**Request**

The Department of Health and Human Services (DHHS) is requesting to create 1.0 FTE Housing Program Assistant position.

**Background**

The Section 8 Housing Choice Voucher Program (HCV) has seen an increase in the number of Mainstream Vouchers since 2018 which assists non-elderly persons with disabilities and the lease up rate for this program has subsequently increased during 2018 and 2019.

The Housing Program Assistant 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 Housing Division plans to fill this position in pay period 8.

Funding for the Housing Program Assistant position will come from increased Housing and Urban Development (HUD) administrative fee revenues which will support 100 percent of the cost of the position.

There will be no tax levy impact for this position.

**Fiscal Impact**

The annual salary for the 1.0 Housing Program Assistant will be funded by increased HUD administrative fee revenues.

Action	Title	No. of Positions	Title Code	Pay Grade
Create	Housing Program Assistant	1.0 FTE	00008021	16Z3 (\$39,706-47,420 annually)

**Recommendation**

The Department of Administrative Services – Performance, Strategy, and Budget recommends that 1.0 FTE Housing Program Assistant position be created in the Housing Division of DHHS.

JOSEPH LAMERS

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