

COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION

Date: February 19, 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 abolish one (1.0) FTE Administrative Assistant and Create one (1.0) FTE Executive Assistant in the Office of Emergency Management

REQUEST

The Director of the Office of Emergency Management (OEM) is requesting adoption of a resolution which will abolish one (1.0) FTE Administrative Assistant and Create one (1.0) FTE Executive Assistant to provide a higher level of administrative support in the Office of Emergency Management.

BACKGROUND

The position of Administrative Assistant that has been identified for abolishment is currently vacant. The OEM Director has determined that a higher level of administrative support is needed. This newly created position will be asked to manage unique projects, assist in the management, compliance and tracking of grants, and establish and maintain departmental performance metrics. The creation of this position will be in alignment with other supportive roles to Directors throughout the County.

The Executive Assistant will assist the Director of OEM in the performance of their duties, which includes oversight and assistance to the leaders of the following four Divisions: 911/EMS Communications, Emergency Management, Radio Services, and Emergency Medical Services.

FISCAL IMPACT

The Administrative Assistant position that is set to be abolished was budgeted in pay grade 06P at a salary of \$38,350 for 2021. The new Executive Assistant position has been priced in the 25M paygrade which starts at \$53,485 annually. Assuming the position is hired at the midpoint of pay range 25M and is able to start in Pay Period 7, this would be a 2021 cost increase for salary and Social Security of \$3,898. This additional cost in 2021 is anticipated to be covered by savings related to another position hired below the budgeted salary.

RECOMMENDATION

DAS-PSB recommends that the Administrative Assistant position be abolished, and the Executive Assistant position be created in the Office of Emergency Management.

Action	Title	Title Code	Pay Grade	Annual Salary Range
Abolish	Assistant Administrative	00001001	06P	(\$38,198-\$48,983)
Create	Executive Assistant	TBD	25M	(\$53,485-\$60,796)

JOSEPH LAMERS

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Department of Administrative Services