

COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION

DATE: June 22, 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 Section 8 Housing Choice Voucher Program (HCV) within the Housing Division of the Department of Health and Human Services (DHHS).

Request

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

Background

The Housing Division is requesting an additional Housing Program Assistant position for its Section 8 Housing Choice Voucher Program (HCV) due to an increased volume of vouchers, lease-up rate, and responsibilities. According to DHHS, the new position will be responsible for certification, processing, and leasing of the additional vouchers and would allow maximum utilization of the program to lease eligible applicants to receive rental assistance through the program.

The new position of Housing Program Assistant will be funded entirely by increased HUD Administrative fees and therefore will not have any impact on the tax levy.

Fiscal Impact

The annual salary for the 1.0 FTE Housing Program Assistant will be funded from increased HUD revenues.

Action	Title	No. of Positions	Title Code	Pay Grade
Create	Housing Program Assistant	1.0 FTE	TBD	16Z3 (\$40,103-47,895 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

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