



CITY OF WAUKESHA

Administration

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Committee: Human Resources	Date: 5/18/2016
Common Council Item Number: Click here to enter text.	Date: Click here to enter a date.
Submitted By: Brian Running, City Attorney	City Administrator Approval: Kevin Lahner, City Administrator Click here to enter text.
Finance Department Review: Rich Abbott, Finance Director RA	City Attorney's Office Review: Brian Running, City Attorney Click here to enter text.
Subject: Amendment of B-16 Staffing Resolution, to remove part-time secretary position and change one part-time Assistant City Attorney position to full-time.	

Details:

Assistant City Attorney Anne Iselin is currently part-time, paid on the basis of 29 hours per week. Due to her workload as municipal court prosecutor, she has worked an average of 31.37 hours per week for 2016. Municipal court case loads have been increasing, as police bring on more officers and parking enforcers and write more tickets. Also, many defense lawyers are substituting our judge, requiring Anne to travel to courts all over the county, both early in the morning and in the evenings. I would like her position to become full time, which would result in her being paid for the time she actually spends working, and her being available for additional work, allowing me to cut down on project turnaround time in this office.

The position left open by Maria Schlechta's retirement does not need to be filled, and can be eliminated.

Options & Alternatives:

Since the position requires more than 30 hours per week, I don't think that maintaining the status quo is a fair option. One option could be to make the time for the position some amount between 30 and 40 hours per week, but once the position goes above 30 hours per week, it is eligible for insurance benefits, and that is a large part of the additional cost. Making the position 40 hours increases the salary cost, but it also makes the position available for essentially unlimited hours, so there should be a good productivity gain in return. The other option is to do nothing, leave the position at 29 hours, and require the prosecution work to be done within that amount of time. I think that would be an inequitable option, considering the time she now spends.

Financial Remarks:

Additional salary for the assistant city attorney position would be a wash with the elimination of the secretary's compensation. The additional cost to the city would be the cost of health and dental insurance, in rough terms.

Staff Recommendation:

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