

Combined Court Related Operations requests to abolish 1.0 FTE Clerical Specialist (paygrade NR14) and create 1.0 FTE Jury Services Supervisor (paygrade NR20), by recommending adoption of the following:

A RESOLUTION

WHEREAS, Combined Court Related Operations (CCRO) is requesting authorization to abolish 1.0 Full-Time Equivalent (FTE) Clerical Specialist position and create 1.0 FTE Jury Services Supervisor position; and

WHEREAS, the Jury Services Supervisor is needed for increased efficiency and service to Milwaukee County residents serving jury duty, while supporting the Jury Services Manager in their duties; and

WHEREAS, the Jury Services Supervisor position would provide program and personnel management, records processing and retention functions, and oversight of juror stipend payments; and

WHEREAS, these duties had previously been completed by multiple members of CCRO staff, and the Jury Services Supervisor position will be paid in the NR20 paygrade; and

WHEREAS, the Department of Human Resources has reviewed this request for a new position or additional staffing to determine the appropriate classification (Jury Services Supervisor) and pay grade (NR20), and has submitted a report included in this file; and

WHEREAS, the Office of Strategy, Budget, and Performance has reviewed this request with respect to need, appropriateness, and funding availability, as required per Section 59.60(10), Wisconsin State Statutes, and has submitted a report included in this file; and

WHEREAS, the Committee on Personnel, at its meeting of June 10, 2025, recommended adoption of File No. 25-393 (vote 5-0); now, therefore,

BE IT RESOLVED, the Milwaukee County Board of Supervisors (County Board) hereby approves the classification and pay grade recommendation for the position, as outlined in the report hereto attached to this file and summarized below:

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Recommended Title	Jury Services Supervisor
Agency (Department)	200 – Combined Court Related Operations (CCRO)
Organization (Low Org)	2812
Number of Positions	1.0
Pay Grade	NR20
Step 1 (Annual)	\$49,444.00
Step 2 (Annual)	\$74,166.00

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45 BE IT FURTHER RESOLVED, the County Board hereby authorizes and
46 approves the following position actions for CCRO, effective Pay Period 15, beginning
47 July 6, 2025.

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Action	Title	Number of Positions	Pay Grade
Abolish	Clerical Specialist	1.0	NR14
Create	Jury Services Supervisor	1.0	NR20

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