

**COUNTY OF MILWAUKEE**  
**DAS - Department of Human Resources**  
INTER-OFFICE COMMUNICATION

**DATE** : July 5, 2011

**To** : Committee on Personnel

*Candace M. Richards*

**FROM** : Candace M. Richards, Interim Director of Human Resources

**SUBJECT** : **Informational Report for 7/22/2011  
Personnel Committee Meeting**

Attached are a series of informational reports listing various personnel transactions that the Director of Human Resources intends to approve for implementation.

These reports (*reclassifications, advancements within the pay range, reallocations, and revisions to ECP*) are provided in accordance with the provisions of Chapter 17 and may be included on the agenda of the July 22, 2011 Personnel Committee Meeting for informational purposes.

In the event the Personnel Committee takes no action, the transactions noted on the reports will be implemented.

CMR:bdv

Copy: HR Managers

Personnel Committee Meeting Date: July 22, 2011

### Reclassification Report

In accordance with the provisions of 17.05 of the Milwaukee County General Ordinances, the Director of Human Resources intends to reclassify the position noted below. The Department of Administration has verified that funds are available within the adopted budget to cover the cost associated with this action.

Requestor	Org	Position	Current Classification (Title)	Current Pay Range	Proposed Classification (Title)	Proposed Pay Range	Current Year Impact (Top Step)	Annual Year Impact	Reason
8000	DHHS	44720	RN II Adult Services	18M	RN II Family Care	18N	\$0	\$0	Title Change
3270	Clerk	00007	Office Support Assistant 2	2PM	Clerical Assistant 1	3PM	\$474	\$1,121	Changes in Duties
9910	UWExt	00017	Clerical Assistant 2 NR	4PM	Executive Assistant UW Extension	6PM	\$1,480	\$3,500	Changes in Duties
<b>TOTAL</b>							<b>\$1,954</b>	<b>\$4,621</b>	

Personnel Committee Date: July 22, 2011

ADVANCEMENT WITHIN THE PAY RANGE REPORT

In accordance with the provisions of 17.10 of the County General Ordinances, the Director of Human Resources intends to approve the advancement within the pay range for the positions noted below. The Department of Administration has verified that funds are available within the adopted budget to cover the cost associated with these actions.

<u>REQUESTOR</u>	<u>DEPT ORG UNIT</u>	<u>TITLE CODE NO POS</u>	<u>CURRENT CLASSIFICATION</u>	<u>PAY RANGE</u>	<u>CURR YEAR</u>	<u>SUB YEAR</u>	<u>REASON</u>
Parks	9101	80360000001	Chief of Field Operations	902E	\$649	\$1,534	Performance & Comparable to other positions

Personnel Committee Date: July 22, 2011

**REALLOCATION REPORT**

In accordance with the provisions of 17.055 of the County General Ordinances, the Director of Human Resources intends to reallocate the positions noted below. The Department of Administration has verified that funds are available within the adopted budget to cover the cost associated with these actions. Fiscal note only reflects costs of wages and social security.

<u>DEPT</u>	<u>DEPT</u> <u>ORG</u>	<u>TITLE</u> <u>CODE</u>	<u>AUTH</u> <u>POS</u>	<u>FILLED</u> <u>POS</u>	<u>CURRENT CLASSIFICATION</u>	<u>CURRENT</u> <u>PAY RANGE</u>	<u>RECOMMENDED</u> <u>PAY RANGE</u>	<u>CURR</u> <u>YEAR</u>	<u>SUB YEAR</u>	<u>MAX YEAR</u>	<u>REASON</u>
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**No Reallocations this Period**

**REVISIONS TO ECP REPORT  
Personnel Committee Meeting  
July 22, 2011**

Currently, there are no "Revisions to ECP" to report.