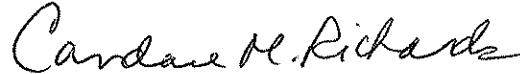


COUNTY OF MILWAUKEE
DAS – Division of Human Resources
INTER-OFFICE COMMUNICATION

DATE : May 3, 2011

TO : Committee on Personnel



FROM : Candace Richards, Interim Director of Human Resources

SUBJECT : **Creation Recommended by Finance Committee**

A review of the duties to be assigned to the new position requested by the County Board has resulted in the following recommendation:

Org. Unit	Title Code	No. of Positions	Recommended Title	Pay Range	Min/Max of Pay Range
1000	TBD	2	Administrative Secretary-Office Assistant 1 Receptionist (hourly)	6M	\$25,126 - \$30,645