

From the Director of Compensation, Human Resources Information System, Department of Human Resources, requesting approval of the classification of one Executive Assistant position (title code to be determined, pay grade 25M) in the Department of Health and Human Services, by recommending adoption of the following:

A RESOLUTION

WHEREAS, the Director of Compensation, Human Resources Information System, Department of Human Resources (DHR), is requesting the creation of one Executive Assistant position; and

WHEREAS, the request to create the position is being reviewed separately by the Committee on Finance and Audit as part of File No. 18-404; and

WHEREAS, DHR is responsible for assessing the duties associated with the position and providing a job title and compensation recommendation to the Committee on Personnel; and

WHEREAS, the Committee on Personnel, at its meeting of July 12, 2018, recommended adoption of File No. 18-483 (vote 4-0); now, therefore,

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

Recommended Title	Executive Assistant
Department	Health and Human Services
Org. Unit	8000
Title Code	To Be Determined
Number of Positions	1
Pay Grade	25M
Bottom Step \$(Annual)	\$51,403.13
Top Step \$(Annual)	\$58,429.50

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