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From the Director of Compensation/Human Resources Information System, Department of Human Resources, requesting approval of the classification for an Administrative Assistant in the Department of Health and Human Services, by recommending adoption of the following:

**A RESOLUTION**

WHEREAS, the Director, Department of Health and Human Services, is requesting the creation of an Administrative 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. 16-597; and

WHEREAS, the Department of Human Resources 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 October 21, 2016, recommended adoption of the Director’s request (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:

<u>Org Unit</u>	<u>Title Code</u>	<u>Title</u>	<u>Pay Range</u>
8000	00001001	Administrative Assistant	06P