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From the Chief Human Resources Officer, Margo Franklin, requesting authorization to abolish 1.0 FTE Human Resources Business Partner, Pay Grade 32M, and create 1.0 FTE Human Resources Generalist, Pay Grade 22, by recommending adoption of the following:

A RESOLUTION

WHEREAS, in the Fall 2022, the Behavioral Health Services (BHS) in-patient hospital closed, resulting in the abolishment of approximately 340 direct and support services positions; and

WHEREAS, this significant elimination of BHS operational positions resulted in reassignment within BHS, and in some cases displacement of approximately 15 people leaders; and

WHEREAS, these organizational changes will reduce the level of human resources support services needed for BHS; and

WHEREAS, currently a Human Resources (HR) Manager (HRM), supports BHS senior leaders, and a HR Business Partner (HRBP) supports BHS people leaders; and

WHEREAS, with the recent a retirement of an HRBP, the Employee Relations Division, Department of Human Resources (DHR) leadership team is reassigning the HRM to serve as HRBP to the Department of Health and Human Services (DHHS), while BHS senior leadership and its people leaders will have one HRBP for support; and

WHEREAS, we are proposing the development of a HR Generalist (HRG) position, who will provide high-level administrative HR support to DHHS and BHS to include, but not limited to, the following duties:

- generate and organize reports i.e., departmental turnover data
- conduct BHS credentialing background checks
- assist with BHS compliance audits
- assist DHHS and BHS managers and collaborate with talent acquisition on the hiring process
- attend DHHS hiring events, as needed, conduct auxiliary investigatory interviews, and document interviews
- attend investigatory meetings with HRM and HRBP, as needed, and track employee relations investigations
- manage the investigation tracking report

; and

46 WHEREAS, the HRG will also provide the following HR support to DHR, to
47 include but not limited to, the following duties:

- 48
- 49 • assist in the coordination and tracking related to onboarding new DHR
- 50 employees (nonpeople leaders)
- 51 • develop and execute centralized training for HR Management Assistants
- 52 (HRMAs)
- 53 • assist HRMs and HRBPs with reports associated with personnel changes i.e.,
- 54 Temporary Assignment to a Higher Classification, urgent salary requests,
- 55 reclassifications, etc.
- 56 • collaborate and provide support to other DHR divisions on short-term projects
- 57 i.e., open enrollment, submitting files in Legistar, and updating pay grade tables
- 58

59 ; and

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61 WHEREAS, DHR has reviewed this request for a new position or additional
62 staffing to determine the appropriate classification (HR Generalist) and pay grade (22),
63 and has submitted a report included in this file; and

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

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70 WHEREAS, the Committee on Personnel, at its meeting of March 7, 2023,
71 recommended adoption of File No. 23-325 (vote 4-0); now, therefore,

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73 BE IT RESOLVED, the Milwaukee County Board of Supervisors hereby authorizes
74 and approves the following position action for the Department of Human Resources, to
75 be filled no earlier than April 3, 2023:

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Position Title	Action	Full-Time Equivalent	Pay Grade
Human Resource Business Partner	Abolish	1.0	Pay Grade 32M \$73,299-\$87,277
Director of Equity Operations	Create	1.0	Pay Grade 22 \$51,834-\$59,738

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srb
03/07/2023
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