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From the Director of Total Rewards, Department of Human Resources, requesting approval of the classification of a Clerical Assistant II (title code to be determined, pay grade 04Z1) position in the Milwaukee County Office of the Treasurer, by recommending adoption of the following:

A RESOLUTION

WHEREAS, the Milwaukee County Treasurer, Office of the Treasurer, is requesting the creation of a Clerical Assistant II; and

WHEREAS, the request to create the position is being reviewed separately as part of File No. 17-393; 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 May 12, 2017, recommended adoption of File No. 17-394 (vote 3-0); 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	Clerical Assistant II
Department	Milwaukee County Office of the Treasurer
Org. Unit	3090
Title Code	To Be Determined
Number of Positions	1
Pay Grade	04Z1
Bottom Step \$(Annual)	\$31,275.92
Top Step \$(Annual)	\$39,882.85

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