



Department of Human Resources

INTER-OFFICE COMMUNICATION

Date: Friday, June 24, 2022
To: Marcelia Nicholson, Chairwoman, Milwaukee County Board of Supervisors
From: Dean Legler, Director of Compensation/HRIS, Department of Human Resources
Subject: From the Director of Compensation/Human Resources Information Systems, Department of Human Resources, requesting approval of the classification of four (4), Full Time Equivalent, Secretarial Assistant positions (pay grade 04Z3) in the Milwaukee County District Attorney's Office.

[Handwritten signature]

File Type: Action Report

REQUEST

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

Table with 2 columns: Recommended Title, Secretarial Assistant; High Org. - Department, 4500 - District Attorney; Low Org. - Division, 4501 - District Atty General; Number of Positions, 4; Pay Grade, 04Z3; Step 01 (Annual), \$40,352.00; Step 02 (Annual), \$40,830.40; Step 03 (Annual), \$42,016.00; Step 04 (Annual), \$43,201.60

POLICY

Table with 2 columns: Milwaukee County Code of General Ordinances: 17.05 (1)

BACKGROUND

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. The request to create the position is being reviewed separately by the Committee on Finance as part of File No. 22-768. This process is in accordance with Chapter 17.05 (1) of the Milwaukee County General Ordinances.

Table with 2 columns: Related File No's: 22-768

Associated File No's (Including Transfer Packets):	
Previous Action Date(s):	

ALIGNMENT TO STRATEGIC PLAN

Describe how the item aligns to the objectives in the [strategic plan](#):

- 1A: Reflect the full diversity of the County at every level of County government
- 1B: Create and nurture an inclusive culture across County government
- 1C: Increase the number of County contracts awarded to minority and women-owned businesses
- 2A: Determine what, where, and how we deliver services to advance health equity
- 2B: Break down silos across County government to maximize access to and quality of services offered
- 2C: Apply a racial equity lens to all decisions
- 3A: Invest “upstream” to address root causes of health disparities
- 3B: Enhance the County’s fiscal health and sustainability
- 3C: Dismantle barriers to diverse and inclusive communities

FISCAL EFFECT

The Department of Human Resources requests the approval of the classification recommendation. The Department of Human Resources is responsible for assessing the duties associated with the position and providing a job title and compensation recommendation.

TERMS

VIRTUAL MEETING INVITES

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PREPARED BY:

Dean Legler, Director of Compensation/HRIS, Department of Human Resources

APPROVED BY:

Margo Franklin, Chief Human Resources Officer, Department of Human Resources

ATTACHMENTS:

Resolution

Fiscal Note

Job Evaluation Questionnaire (JEQ)

cc: David Crowley, County Executive
Mary Jo Meyers, Chief of Staff, Milwaukee County Executive's Office
Margo Franklin, Chief Human Resources Officer, Department of Human Resources
Kelly Bablitch, Chief of Staff, Milwaukee County Board of Supervisors
Janelle M. Jensen, Legislative Services Division Manager, Office of the County Clerk
John Chisholm, District Attorney, District Attorney's Office
Karen Loebel, Deputy District Attorney, District Attorney's Office
Arvis Williams, HR Manager, Department of Human Resources
Mary Paul, HR Business Partner, Department of Human Resources