

COUNTY OF MILWAUKEE
Inter-Office Communication

Date: October 27, 2022

To: Marcelia Nicholson, Chairwoman, Milwaukee County Board of Supervisors

From: George Christenson, Milwaukee County Clerk of Circuit Court

Subject: Report from the Milwaukee County Clerk of Circuit Court, requesting approval to abolish 24 FTE Sr. Assistant Clerical positions at paygrade 04P and create 22 FTE Clerical Specialist positions at paygrade 05P

File Type: Action Report

REQUEST

A report from the Milwaukee County Clerk of Circuit Court, requesting approval to abolish 24 FTE Sr. Assistant Clerical positions at paygrade 04P and create 22 FTE Clerical Specialist positions at paygrade 05P.

POLICY

The maximum number of positions and/or the maximum number of employee hours in a given classification are approved as part of the annual adopted budget. Changes to the authorized number of positions outside of the budget process require approval by the Milwaukee County Board of Supervisors.

Wisconsin State Statutes:	Wis Stats 59.17
Milwaukee County Ordinances:	MCGO 17.28
Specific Adopted Budget:	2022 Adopted Budget

BACKGROUND

Despite increased recruitment efforts since fall 2021, Milwaukee County Clerk’s Office has been unable to recruit candidates in the Sr. Assistant Clerical role. Vacancies in the Sr. Assistant Clerical position have contributed to work backlog and employee burnout – resulting in resignations. The Clerical Specialist positions will meet the departmental needs associated with the performance of senior level clerical work, including preparation of CCAP case files, generating and processing documents, scheduling court dates, creating and clearing warrants, verifying accuracy of data, maintaining the Court substitution line and records, and coordinating daily court calendar and hearings to ensure that all parties are present virtually or in-person.

The creation of these roles will provide the department more flexibility in assigning day-to-day clerical duties as well as clerical duties that require advanced skillset. The proposed creates will allow the department to attract and retain employees who have the necessary skills to fill these roles, while compensating them commensurate with the market.

ALIGNMENT TO STRATEGIC PLAN

The request for this position action aligns with the county’s strategic plan to ensure that we can continue determining what, where, and how we deliver services to advance health equity (i.e., “Bridge the Gap”). To that end, appropriate staffing is needed to support the functions associated with this critical program.

FISCAL EFFECT

A fiscal note is attached.

POSITION INFORMATION:

Action	Title	Hourly Rate Range	Annual Salary Range
Abolish	Sr Assistant Clerical (04P)	\$16.52-\$21.18	\$34,497-\$44,229
Create	Specialist Clerical Cts (05P)	\$17.80-\$22.82	\$37,165-\$47,640

VIRTUAL MEETING INVITES

George Christenson, Clerk of Circuit Court - George.Christenson@milwaukeecountywi.gov

Jon Janowski, Senior Administrator - Jonathan.Janowski@milwaukeecountywi.gov

TERMS

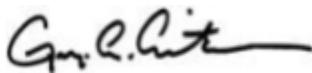
The requested position action would be effective upon approval by the Milwaukee County Board of Supervisors.

PREPARED BY:

Jon Janowski, Senior Administrator, Clerk of Circuit Court office

APPROVED BY:

George Christenson, Milwaukee County Clerk of Circuit Court



George Christenson, Milwaukee County Clerk of Circuit Court

ATTACHMENTS:

None.

cc: Kelly Bablitch, Chief of Staff, Milwaukee County Board of Supervisors
Janelle Jensen, Legislative Services Division Manager, Office of the County Clerk