

COUNTY OF MILWAUKEE
Department of Human Resources
INTER-OFFICE COMMUNICATION

DATE : 04/27/2017

To : Committee on Personnel

FROM : Matt Hanchek, Director of Total Rewards

SUBJECT : **Position Creation Under Consideration by the Committee**

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

Recommended Title	Clerical Assistant 2
Department	Milwaukee County Treasurer's Office
Org. Unit	3090
Title Code	TBD
Number of Positions	1
Pay Grade	04Z1
Bottom Step \$(Annual)	\$31,275.92
Top Step \$(Annual)	\$39,882.85

cc: Chris Abele – County Executive
Raisa Koltun – Chief of Staff, Office of the County Executive
Supervisor James “Luigi” Schmitt – Chairperson, Committee on Personnel
Supervisor John F. Weishan, Jr – Vice Chairperson, Committee on Personnel
Kelly Bablitch – Chief of Staff, Milwaukee County Board of Supervisors
Janelle Jenson – Senior Committee Coordinator
Shanin R. Brown – Committee Coordinator, Committee on Personnel
Scott Manske – Milwaukee County Comptroller
Steve Cady – Director of Research and Policy, Research Services Division, Office of the Comptroller
Steve Kreklow – Director of Performance, Strategy and Budget, Department of Administrative Services
Kerry Mitchell – Chief Human Resources Officer