

From the Register of Deeds, Office of the Register of Deeds, requesting authorization to abolish one Assistant Coordinator ROD and create one Supervisor - Fiscal & Vital Records position, by recommending adoption of the following:

### A RESOLUTION

WHEREAS, the Supervisor Fiscal & Vital Records position will work under the direction of the Fiscal & Vital Records Manager position, assisting in daily administrative and fiscal functions, as well as assisting with the direction of work and development of procedures in Vital Records, Office of the Register of Deeds (ROD); and

WHEREAS, the created position will undergo a title change to align with the Fiscal & Vital Records Manager position, along with a slight change in job duties, to reflect the removal of payroll authority from the position description, reflecting the new policy from the Payroll Division, Office of the Comptroller, about who is allowed to authorize payroll; and

WHEREAS, the Supervisor Fiscal & Vital Records position should be aligned with the Real Estate Supervisor position, and both positions must reflect the same pay grade (NR20) and level of responsibilities as they do in the ROD Organizational Chart; and

WHEREAS, the Department of Human Resources has reviewed this request for a new position or additional staffing to determine the appropriate classification (Supervisor Fiscal & Vital Records) and pay grade (NR20), and has submitted a report included in this file; and

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

WHEREAS, the Committee on Personnel, at its meeting of June 10, 2025, recommended adoption of File No. 25-398 (vote 5-0); now, therefore,

BE IT RESOLVED, the Milwaukee County Board of Supervisors (County Board) hereby approves the classification and pay recommendation for the position, as outlined in the report hereto attached to this file and summarized below:

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Recommended Title	Supervisor Fiscal & Vital Records
Agency (Department)	340 – Office of the Register of Deeds (ROD)
Organization (Low Org)	3410
Number of Positions	1
Pay Grade	NR20
Annual Range	\$49,255 - \$73,882

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45 BE IT FURTHER RESOLVED, the County Board hereby authorizes and  
46 approves the following position actions for the ROD, effective Pay Period 15, beginning  
47 July 6, 2025:

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Action	Title	Number of Positions	Pay Grade
Abolish	Assistant Coordinator ROD	1	NR20
Create	Supervisor Fiscal & Vital Records	1	NR20

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