

From the Director, Department of Administrative Services (DAS), requests to abolish 1.0 FTE Clerk Records Management, Pay Grade 13F, and create 1.0 FTE Administrative Assistant, Pay Grade NR17, by recommending adoption of the following:

A RESOLUTION

WHEREAS, the Architecture, Engineering, and Environmental Services (AE&ES) Section, Facilities Management Division (FMD), Department of Administrative Services (DAS), seeks to abolish 1.0 Full-Time Equivalent (FTE) Clerk Records Management position (Pay Grade 13F), and create 1.0 FTE Administrative Assistant position (Pay Grade NR17), as the new Administrative Assistant position will incorporate the responsibilities of the former Clerk Records Management position, plus provide additional project management support within the AE&ES Section, FMD, DAS; and

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

WHEREAS, the Department of Human Resources is responsible for assessing the duties associated with the position, and providing a job title and pay grade recommendation to the Committee on Personnel (Personnel); and

WHEREAS, Personnel, at its meeting of March 5, 2024, recommended adoption of File No. 24-334 (vote 5-0); now, therefore,

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

Recommended Title	Administrative Assistant
Agency (Department)	115
Org. (Low Org)	5740
Number of Positions	1.0
Pay Grade	NR17
Annual Minimum	\$40,539.20
Annual Maximum	\$60,819.20

; and

BE IT FURTHER RESOLVED, the County Board hereby authorizes and approves the following position actions for the Department of Administrative Services effective upon hire date:

Action	Title	Number of Positions	Pay Grade
Abolish	Clerk Records Management	1.0	13F
Create	Administrative Assistant	1.0	NR17

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