



Milwaukee County

County Courthouse
901 N. 9th Street, Rm.
105
Milwaukee, WI 53233

Signature Copy

Action Report: 13-232

File Number: 13-232

From the Director, Department of Human Resources, requesting authorization to double fill the position of Employment Relations Manager (title code 76520, Pay Range 915E) for up to six weeks.

Request

The Department of Human Resources (DHR) requests authorization to double fill the position of Employment Relations Manager (title code 76520) within the Department for a period not to exceed six weeks.

ISSUE

The incumbent Employment Relations Manager has indicated her intention to retire from Milwaukee County service on or about June 29, 2013. The incumbent serves as a senior member of the DHR leadership team and, in her role as Employment Relations Manager, she performs critical Human Resources functions such as managing employee relations, investigating workplace issues, developing and implementing training programs, development of employee relations materials, serving as an employee contact on a wide variety of issues, and managing diversity for Milwaukee County.

In order to preserve and continue employee-related activities, training and support, the Department requests authority to hire a replacement with sufficient overlapping time for the new employee to learn the incumbent's various roles and responsibilities. A double fill of up to six weeks, at the minimum compensation for the corresponding pay grade of 915E, results in a maximum salary expenditure of approximately \$7,010, which will be absorbed within DHR's 2013 budget allocation.

Recommendation

It is recommended that the request for double fill the position of Employment Relations Manager, be approved.

RECORD OF COUNTY BOARD AND COUNTY EXECUTIVE ACTIONS

The attached resolution or ordinance was ADOPTED by the Milwaukee County Board of Supervisors on March 21, 2013 by the following vote:

Ayes: 16 Alexander, Borkowski, Bowen, Broderick, Cullen, Dimitrijevic, Haas, Johnson Jr., Jursik, Lipscomb Sr., Mayo Sr., Romo West, Schmitt, Stamper II, Taylor, and Weishan

A handwritten signature in cursive script, likely belonging to the Director of Human Resources mentioned in the report.

Certification of County
Board Passage by
County Board
Chairwoman

Marina Dimitrijevic
Marina Dimitrijevic

Date MAR 21 2013

Certification of County
Board Passage by
County Clerk

Joseph J. Czarnezki
Joseph J. Czarnezki

Date MAR 21 2013

County Executive
approval/veto of
attached
resolution/ordinance.

Chris Abele
Chris Abele

Date 3/29/13

Received by County
Clerk

Joseph J. Czarnezki
Joseph J. Czarnezki

Date APR - 1 2013

Certification of
Publication by County
Clerk

Joseph J. Czarnezki
Joseph J. Czarnezki

Date ~~APR - 1 2013~~