

COUNTY OF MILWAUKEE
Department of Human Resources
INTER-OFFICE COMMUNICATION

Revised

DATE : August 26, 2016
To : Committee on Personnel
FROM : Mike Blickhahn, Director Compensation/HRIS
SUBJECT : **Informational Report for September 2016
Personnel Committee Meeting**

MB

Attached are a series of informational reports listing various personnel transactions that the Chief Human Resources Officer intends to approve for implementation.

The reports are:

- Reclassifications
- Advancements within the pay range
- Reallocations
- Appointments at an advanced step of the pay range
- Revisions to Executive Compensation Plan [ECP]
- Dual employment
- Emergency appointment
- Temporary appointment
- Temporary assignments to a higher classification (updated through August 25, 2016)

These reports are provided in accordance with the provisions of Chapter 17 of the County General Ordinances and may be included on the agenda of the September 9, 2016 Personnel Committee Meeting for informational purposes.

Copy: HR Managers

**Finance, Personnel & Audit Committee Meeting
Compensation Report
September 2016**

In accordance with the provisions of Chapter 17 of the Milwaukee County General Ordinances, the Director of Human Resources intends to approve for implementation.
The Department of Administration has verified that funds are available within the adopted budget to cover the cost associated with these actions.
(Reclassifications, Advancements Within The Pay Range and Reallocations)
*Change in Duties has to reflect a weight of 25% or more.

HIGH/LOW ORG	REQUESTOR	ORDINANCE TYPE	CURRENT TITLE / JOB CODE & POSITION #	RECOMMENDED TITLE / JOB CODE & POSITION #	NO. POSITIONS	CURRENT		RECOMMENDED		INFORMATIONAL: Market equitable alignment based on overall job duties/responsibilities, competencies and educational/experience requirement.	Effective Date		
						PAY RANGE	ANNUAL PAY RATE	PAY RANGE	ANNUAL PAY RATE				
1140/1142	Human Resources	Performance	Assistant Compensation/HRIS 00005786000001	N/A	1	06PM	01	\$ 35,638.81	06PM	01	\$ 35,638.81	Immediate Recruitment Need	8/28/2016
							02	\$ 36,896.35		02	\$ 36,896.35	Internal Equity	
							03	\$ 38,154.52		03	\$ 38,154.52	Misclassification	
							04	\$ 39,412.06		04	\$ 39,412.06	No Incumbent	
							05	\$ 40,670.02		05	\$ 40,670.02	Red Circled	
							06	\$ 41,927.56		06	\$ 41,927.56	Retention	
							07	\$ 43,185.94		07	\$ 43,185.94	X Other: Exceptional Performance	
							08	\$ 44,443.68		08	\$ 44,443.68		
							09	\$ 45,701.01		09	\$ 45,701.01		
							1140/1142	Human Resources		Performance	Compensation Analyst 0000578000001	N/A	
02	\$ 60,604.51	02	\$ 60,604.51	Internal Equity									
03	\$ 63,299.84	03	\$ 63,299.84	Misclassification									
04	\$ 66,349.15	04	\$ 66,349.15	No Incumbent									
05	\$ 69,334.59	05	\$ 69,334.59	Red Circled									
				Retention									
				X Other: Exceptional Performance									
1140/1145	Human Resources	Performance	Assistant Training and Development 00000023000001	N/A	1	06PM	01	\$ 35,638.81	06PM	01	\$ 35,638.81	Immediate Recruitment Need	8/28/2016
							02	\$ 36,896.35		02	\$ 36,896.35	Internal Equity	
							03	\$ 38,154.52		03	\$ 38,154.52	Misclassification	
							04	\$ 39,412.06		04	\$ 39,412.06	No Incumbent	
							05	\$ 40,670.02		05	\$ 40,670.02	Red Circled	
							06	\$ 41,927.56		06	\$ 41,927.56	Retention	
							07	\$ 43,185.94		07	\$ 43,185.94	X Other: Exceptional Performance	
							08	\$ 44,443.68		08	\$ 44,443.68		
							09	\$ 45,701.01		09	\$ 45,701.01		
							2430/2432	Child Support		Performance	Child Support Supervisor 00011910000008	N/A	
02	\$ 50,894.19	02	\$ 50,894.19	Internal Equity									
03	\$ 52,764.95	03	\$ 52,764.95	Misclassification									
04	\$ 54,634.88	04	\$ 54,634.88	No Incumbent									
05	\$ 57,108.15	05	\$ 57,108.15	Red Circled									
				Retention									
				X Other: Exceptional Performance									
5300/5300	DOT Fleet	Performance	Director Fleet 11004010000001	N/A	1	E004	Min	\$ 81,573.02	E004	Min	\$ 81,573.02	Immediate Recruitment Need	08/28/2016
							Mid	\$ 104,006.03		Mid	\$ 104,006.03	Internal Equity	
							Max	\$ 126,438.00		Max	\$ 126,438.00	Misclassification	
								\$ 96,591.22			\$ 101,420.78	No Incumbent	
												Red Circled	
				Retention									
				X Other: Exceptional Performance									

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HIGH/LOW ORG	REQUESTOR	ORDINANCE TYPE	CURRENT TITLE / JOB CODE & POSITION #	RECOMMENDED TITLE / JOB CODE & POSITION #	NO. POSITIONS	CURRENT		RECOMMENDED		INFORMATIONAL: Market equitable alignment based on overall job duties/responsibilities, competencies and educational/experience requirement.	Effective Date		
						PAY RANGE	ANNUAL PAY RATE	PAY RANGE	ANNUAL PAY RATE				
8000/8911	DHHS	Performance	Administrative Assistant 0001000000005	N/A	1	06PM	01	\$ 35,638.81	06PM	01	\$ 35,638.81	Immediate Recruitment Need	8/28/2016
							02	\$ 36,896.35		02	\$ 36,896.35	Internal Equity	
							03	\$ 38,154.52		03	\$ 38,154.52	Misclassification	
							04	\$ 39,412.06		04	\$ 39,412.06	No Incumbent	
							05	\$ 40,670.02		05	\$ 40,670.02	Red Circled	
							06	\$ 41,927.56		06	\$ 41,927.56	Retention	
							07	\$ 43,185.94		07	\$ 43,185.94	X Other: Exceptional Performance	
							08	\$ 44,443.68		08	\$ 44,443.68		
							09	\$ 45,701.01		09	\$ 45,701.01		
							10	\$ 47,007.73		10	\$ 47,007.73		
9000/9155	Parks	Performance	Park Unit Coord 1 00040220000017	N/A	1	22M	01	\$ 46,007.73	22M	01	\$ 46,007.73	Immediate Recruitment Need	8/28/2016
							02	\$ 47,885.22		02	\$ 47,885.22	Internal Equity	
							03	\$ 49,444.43		03	\$ 49,444.43	Misclassification	
							04	\$ 51,071.29		04	\$ 51,071.29	No Incumbent	
							05	\$ 53,006.13		05	\$ 53,006.13	Red Circled	
												X Other: Exceptional Performance	
9000/9136	Parks	Performance	Park Unit Coord 1 00040220000030	N/A	1	22M	01	\$ 46,007.73	22M	01	\$ 46,007.73	Immediate Recruitment Need	8/28/2016
							02	\$ 47,885.22		02	\$ 47,885.22	Internal Equity	
							03	\$ 49,444.43		03	\$ 49,444.43	Misclassification	
							04	\$ 51,071.29		04	\$ 51,071.29	No Incumbent	
							05	\$ 53,006.13		05	\$ 53,006.13	Red Circled	
												X Other: Exceptional Performance	
9000/9155	Parks	Performance	Park Unit Coord 2 00040220000018	N/A	1	24M	01	\$ 46,007.73	24M	01	\$ 46,007.73	Immediate Recruitment Need	8/28/2016
							02	\$ 47,885.22		02	\$ 47,885.22	Internal Equity	
							03	\$ 49,444.43		03	\$ 49,444.43	Misclassification	
							04	\$ 51,071.29		04	\$ 51,071.29	No Incumbent	
							05	\$ 53,006.13		05	\$ 53,006.13	Red Circled	
												X Other: Exceptional Performance	

**Appointments at an Advanced Step of the Pay Range
Finance, Personnel & Audit Committee Report
September 2016**

^Bold/shaded border denotes rates of incumbents

ORG UNIT	PREVIOUS CLASSIFICATION	CURRENT CLASSIFICATION	PAY GRADE	# OF STEPS ^	REQUESTED HOURLY RATE	ANNUALIZED SALARY BY STEPS	APPOINTED STEP	APPOINTED DATE	JUSTIFICATION
Child Support	Clerical Assistant 1	Fiscal Assistant 2	04P	01	\$ 14.9523	\$ 31,100.87	4	07/05/2016	Promotion
				02	\$ 15.4801	\$ 32,198.54			
				03	\$ 16.0078	\$ 33,296.21			
				04	\$ 16.5355	\$ 34,393.88			
				05	\$ 17.0633	\$ 35,491.76			
				06	\$ 17.5911	\$ 36,589.42			
				07	\$ 18.1187	\$ 37,686.88			
				08	\$ 18.6463	\$ 38,784.34			
				09	\$ 19.1744	\$ 39,882.85			
Register of Deeds	Recording Analyst	N/A	03P	01	\$ 14.0012	\$ 29,122.55	4	08/29/2016	Training and experience exceed the maximum qualifications for the position.
				02	\$ 14.4954	\$ 30,150.47			
				03	\$ 14.9894	\$ 31,177.97			
				04	\$ 15.4837	\$ 32,206.10			
				05	\$ 15.9780	\$ 33,234.24			
				06	\$ 16.4721	\$ 34,261.95			
				07	\$ 16.9665	\$ 35,290.29			
				08	\$ 17.4604	\$ 36,317.58			
				09	\$ 17.9547	\$ 37,345.71			
House of Corrections	Facilities Maintenance Worker - HOC	Power Plant Operator In-Charge	27M	01	\$ 26.2658	\$ 54,634.80	1	07/13/2016	Promotion
				02	\$ 27.4558	\$ 57,108.15			
				03	\$ 27.8130	\$ 57,850.99			
				04	\$ 29.1368	\$ 60,604.51			
				05	\$ 30.4326	\$ 63,299.84			
District Attorney	Victim Witness Advocate	N/A	16A	01	\$ 18.6578	\$ 38,808.29	2	07/17/2016	Training and experience exceed the maximum qualifications for the position.
				02	\$ 19.1535	\$ 39,839.36			
				03	\$ 19.7395	\$ 41,058.25			
				04	\$ 20.2975	\$ 42,218.73			
				05	\$ 20.8852	\$ 43,441.18			
				06	\$ 21.6939	\$ 45,123.29			
				07	\$ 22.5593	\$ 46,923.26			
District Attorney	Office Support Assistant 1	N/A	01P	01	\$ 12.5126	\$ 26,026.18	4	08/29/2016	Training and experience exceed the maximum qualifications for the position.
				02	\$ 12.9539	\$ 26,944.02			
				03	\$ 13.3958	\$ 27,863.33			
				04	\$ 13.8376	\$ 28,782.22			
				05	\$ 14.2789	\$ 29,700.06			
				06	\$ 14.7206	\$ 30,618.95			
				07	\$ 15.1622	\$ 31,537.42			
				08	\$ 15.6037	\$ 32,455.68			
				09	\$ 16.0456	\$ 33,374.78			
District Attorney	Office Support Assistant 1	N/A	01P	01	\$ 12.5126	\$ 26,026.18	4	07/18/2016	Training and experience exceed the maximum qualifications for the position.
				02	\$ 12.9539	\$ 26,944.02			
				03	\$ 13.3958	\$ 27,863.33			
				04	\$ 13.8376	\$ 28,782.22			
				05	\$ 14.2789	\$ 29,700.06			
				06	\$ 14.7206	\$ 30,618.95			
				07	\$ 15.1622	\$ 31,537.42			
				08	\$ 15.6037	\$ 32,455.68			
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District Attorney	Clerical Assistant 1	N/A	03P	01	\$ 14.0012	\$ 29,122.55	2	08/29/2016	Training and experience exceed the maximum qualifications for the position.
				02	\$ 14.4954	\$ 30,150.47			
				03	\$ 14.9894	\$ 31,177.97			
				04	\$ 15.4837	\$ 32,206.10			
				05	\$ 15.9780	\$ 33,234.24			
				06	\$ 16.4721	\$ 34,261.95			
				07	\$ 16.9665	\$ 35,290.29			
				08	\$ 17.4604	\$ 36,317.58			
				09	\$ 17.9547	\$ 37,345.71			
District Attorney	Clerical Assistant 1	N/A	03P	01	\$ 14.0012	\$ 29,122.55	3	08/14/2016	Training and experience exceed the maximum qualifications for the position.
				02	\$ 14.4954	\$ 30,150.47			
				03	\$ 14.9894	\$ 31,177.97			
				04	\$ 15.4837	\$ 32,206.10			
				05	\$ 15.9780	\$ 33,234.24			
				06	\$ 16.4721	\$ 34,261.95			
				07	\$ 16.9665	\$ 35,290.29			
				08	\$ 17.4604	\$ 36,317.58			
				09	\$ 17.9547	\$ 37,345.71			
District Attorney	Clerical Assistant 1	N/A	03P	01	\$ 14.0012	\$ 29,122.55	2	07/05/2016	Training and experience exceed the maximum qualifications for the position.
				02	\$ 14.4954	\$ 30,150.47			
				03	\$ 14.9894	\$ 31,177.97			
				04	\$ 15.4837	\$ 32,206.10			
				05	\$ 15.9780	\$ 33,234.24			
				06	\$ 16.4721	\$ 34,261.95			
				07	\$ 16.9665	\$ 35,290.29			
				08	\$ 17.4604	\$ 36,317.58			
				09	\$ 17.9547	\$ 37,345.71			
District Attorney	Clerical Assistant 1	N/A	03P	01	\$ 14.0012	\$ 29,122.55	2	08/01/2016	Training and experience exceed the maximum qualifications for the position.
				02	\$ 14.4954	\$ 30,150.47			
				03	\$ 14.9894	\$ 31,177.97			
				04	\$ 15.4837	\$ 32,206.10			
				05	\$ 15.9780	\$ 33,234.24			
				06	\$ 16.4721	\$ 34,261.95			
				07	\$ 16.9665	\$ 35,290.29			
				08	\$ 17.4604	\$ 36,317.58			
				09	\$ 17.9547	\$ 37,345.71			
Airport	Airport Maintenance Worker - RA	N/A	15KZ	01	\$ 17.0686	\$ 35,502.68	3	07/31/2016	Training and experience exceed the maximum qualifications for the position.
				02	\$ 17.6070	\$ 36,622.62			
				03	\$ 18.1440	\$ 37,739.61			
				04	\$ 19.1535	\$ 39,839.36			
				05	\$ 19.7395	\$ 41,058.25			
				06	\$ 20.2975	\$ 42,218.73			
				07	\$ 20.8852	\$ 43,441.18			
				08	\$ 21.6939	\$ 45,123.29			
				09	\$ 22.5593	\$ 46,923.26			
				10	\$ 23.4799	\$ 48,838.14			
				11	\$ 24.2444	\$ 50,428.44			
				12	\$ 25.0421	\$ 52,087.66			
DHHS	Administrative Coordinator	Community Intervention Specialist	24	01	\$ 24.0362	\$ 49,995.26	4	07/03/2016	Promotion
				02	\$ 24.9554	\$ 51,907.20			
				03	\$ 25.8725	\$ 53,814.72			
				04	\$ 26.7895	\$ 55,722.25			
				05	\$ 28.0019	\$ 58,244.05			

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**Appointments at an Advanced Step of the Pay Range
Finance, Personnel & Audit Committee Report
September 2016**

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ORG UNIT	PREVIOUS CLASSIFICATION	CURRENT CLASSIFICATION	PAY GRADE	# OF STEPS ^	REQUESTED HOURLY RATE	ANNUALIZED SALARY BY STEPS	APPOINTED STEP	APPOINTED DATE	JUSTIFICATION
DHHS	HSW Bilingual	N/A	16C	01	\$ 16.8228	\$ 34,991.34	10	08/29/2016	Training and experience exceed the maximum qualifications for the position.
				02	\$ 17.2149	\$ 35,807.09			
				03	\$ 17.6070	\$ 36,622.62			
				04	\$ 18.1441	\$ 37,739.82			
				05	\$ 18.6578	\$ 38,808.29			
				06	\$ 19.1535	\$ 39,839.36			
				07	\$ 19.7395	\$ 41,058.25			
				08	\$ 20.2975	\$ 42,218.73			
				09	\$ 20.8852	\$ 43,441.18			
				10	\$ 21.6939	\$ 45,123.29			
				11	\$ 22.5593	\$ 46,923.26			
				12	\$ 23.4800	\$ 48,838.35			
				13	\$ 24.2444	\$ 50,428.44			
				14	\$ 25.0421	\$ 52,087.66			
				15	\$ 25.9907	\$ 54,060.73			
				16	\$ 26.4774	\$ 55,072.89			
				17	\$ 26.9482	\$ 56,052.29			
DHHS	HSW	N/A	16C	01	\$ 16.8228	\$ 34,991.34	7	08/29/2016	Training and experience exceed the maximum qualifications for the position.
				02	\$ 17.2149	\$ 35,807.09			
				03	\$ 17.6070	\$ 36,622.62			
				04	\$ 18.1441	\$ 37,739.82			
				05	\$ 18.6578	\$ 38,808.29			
				06	\$ 19.1535	\$ 39,839.36			
				07	\$ 19.7395	\$ 41,058.25			
				08	\$ 20.2975	\$ 42,218.73			
				09	\$ 20.8852	\$ 43,441.18			
				10	\$ 21.6939	\$ 45,123.29			
				11	\$ 22.5593	\$ 46,923.26			
				12	\$ 23.4800	\$ 48,838.35			
				13	\$ 24.2444	\$ 50,428.44			
				14	\$ 25.0421	\$ 52,087.66			
				15	\$ 25.9907	\$ 54,060.73			
				16	\$ 26.4774	\$ 55,072.89			
				17	\$ 26.9482	\$ 56,052.29			
DHHS	QA Specialist	N/A	16C	01	\$ 16.8228	\$ 34,991.34	14	08/29/2016	Training and experience exceed the maximum qualifications for the position.
				02	\$ 17.2149	\$ 35,807.09			
				03	\$ 17.6070	\$ 36,622.62			
				04	\$ 18.1441	\$ 37,739.82			
				05	\$ 18.6578	\$ 38,808.29			
				06	\$ 19.1535	\$ 39,839.36			
				07	\$ 19.7395	\$ 41,058.25			
				08	\$ 20.2975	\$ 42,218.73			
				09	\$ 20.8852	\$ 43,441.18			
				10	\$ 21.6939	\$ 45,123.29			
				11	\$ 22.5593	\$ 46,923.26			
				12	\$ 23.4800	\$ 48,838.35			
				13	\$ 24.2444	\$ 50,428.44			
				14	\$ 25.0421	\$ 52,087.66			
				15	\$ 25.9907	\$ 54,060.73			
				16	\$ 26.4774	\$ 55,072.89			
				17	\$ 26.9482	\$ 56,052.29			

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September 2016**

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ORG UNIT	PREVIOUS CLASSIFICATION	CURRENT CLASSIFICATION	PAY GRADE	# OF STEPS ^	REQUESTED HOURLY RATE	ANNUALIZED SALARY BY STEPS	APPOINTED STEP	APPOINTED DATE	JUSTIFICATION
DHHS	Store and Distribution Assistant	N/A	03P	01	\$ 14.0012	\$ 29,122.55	3	08/29/2016	Training and experience exceed the maximum qualifications for the position.
				02	\$ 14.4954	\$ 30,150.47			
				03	\$ 14.9894	\$ 31,177.97			
				04	\$ 15.4837	\$ 32,206.10			
				05	\$ 15.9780	\$ 33,234.24			
				06	\$ 16.4721	\$ 34,261.95			
				07	\$ 16.9665	\$ 35,290.29			
				08	\$ 17.4604	\$ 36,317.58			
				09	\$ 17.9547	\$ 37,345.71			

INFORMATIONAL ONLY

**REVISIONS TO Executive Compensation Plan (ECP) REPORT
Personnel Committee Meeting
September 9, 2016**

Currently, there are no "Revisions to ECP" to report.

**Dual Employment Report
Personnel Committee Meeting
September 9, 2016**

<u>Organizational Unit</u>	<u>Name</u>	<u>Current Classification</u>	<u>Current Pay Range</u>	<u>Dual Employment</u>	<u>Dual Employment Pay Range</u>
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Currently, there are no "Dual Employments" to report.

**Emergency Appointment Report
Personnel Committee Meeting
September 9, 2016**

Dept	Last Name	First Name	Title Description	Class	Status	Emergency Appt Date	AppType	Pay Range
Courts	Green	Lori	Sr Assistant Clerical	A	F	6/20/2016	EA	04P
Family Care	Sabesan	Bridget	RN2 - Family Care	A	F	12/7/2015	EA	18N
Family Care	Zimmer	Kris	LTC Functional Screener	A	F	11/23/2015	EA	26

**Temporary Appointment Report
Personnel Committee Meeting
September 9, 2016**

Requestor	Dept	Last Name	First Name	Title Code	Title Description	Emp Class	Status	# of Hours in Payroll Period	Temporary Appt Date	Appt Type
DAS	1163	Schwartz	Lucas	61010008	Intern IT	A	I	0	5/9/2016	TA
Airport	5041	Singh	Chayanika	61010003	Intern Airport	A	I	0	8/15/2016	TA
Airport	5041	Thompson	Patrick	61010003	Intern Airport	A	I	0	7/18/2016	TA

**Temporary Assignment to a Higher Classification (TAHC) Report
Personnel Committee Meeting
September 9, 2016**

<u>Dept</u>	<u>Last Name</u>	<u>First Name</u>	<u>Current Job Description</u>	<u>Old Pay Range</u>	<u>New Pay Range</u>	<u>TAHC Job Description</u>	<u>TAHC Date Begin</u>	<u>Extended / New End Date</u>	<u>TAHC Date End</u>	<u>Reason</u>
Courts	Bajurny	Sue	Deputy Court Clerk	19Z	28M	Deputy Division Administrator	8/8/2016		11/6/2016	Vacant position
Courts	Barnett	Charles	Sr Assistant Clerical	4P	28M	Deputy Administrator Division	8/1/2016		10/30/2016	Vacant position
Courts	Brimley	Lisa	Deputy Division Administrator	28M	32M	Assisant Chief Deputy Clerk	6/13/2016		9/11/2016	Vacant position
MCSO	Dobson	Aaron	Dep Sheriff 1	17BZ	22B	Dep Sheriff Sgt	7/19/2016		10/16/2016	Vacant position
Corp Counsel	Foley	Colleen	Deputy Corporation Counsel	37AM	E006	Chief Corporation Counsel	6/2/2016	11/28/2016		Vacant position
MCSO	Gottschalk	Mitchell	Dep Sheriff 1	17BZ	30M	Dep Sheriff Lt	6/19/2016		10/7/2016	Vacant position
Human Resources	Gruchalski	Marco	Human Res Analyst 2 - Emp Ben	22M-NR	30M	Human Res Coord Parks	7/24/2016	10/21/2016		Vacant position
Aging	James	Donna	Human Ser Wkr Aging	16DC	26M	Unit Supervisor - LTS	7/18/2016		10/15/2016	Vacant position
Aging	Kuzminski	Chester	Resource Manager Aging	915E	E001	Director Administration Aging	6/16/2016		9/13/2016	Vacant Position
MCSO	Lessila	Brad	Dep Sheriff 1	17BZ	30M	Sheriff Lieutenant	8/7/2016		11/4/2016	Vacant position
Parks	Mitchell	Akinyele	Park Worker 3 Seas	5108	13P	Parks/Highway Maint Worker	7/27/2016		10/25/2016	Vacant position
Parks	Nowakowski	Michael	Parks/Highway Maint Worker	13P	18Z	Park Maint Wrkr 2 IC	5/8/2016	10/13/2016		Vacant position
Parks	Owings	Danny	Parks/Highway Maint Worker	13P	18Z	Park Maint Wrkr 2 IC	6/19/2016		9/15/2016	Vacant position
Parks	Strong	Eddie	Park Worker 3 Seas	5108	13P	Parks/Highway Maint Worker	5/8/2016		10/13/2016	Vacant position
Courts	Steib	Joshua	Deputy Division Administrator	28M	32M	Assisant Chief Deputy Clerk	6/7/2016		9/5/2016	Vacant position
MCSO	Witek	Mark	Dep Sheriff Lt	30M	915E	Sheriffs Dept Captain	6/19/2016	10/9/2016		Vacant position
MCSO	Worden	Eric	Dep Sheriff 1	17BZ	30M	Sheriff Lieutenant	8/22/2016		11/4/2016	Vacant position