

From the Chief Human Resources Officer, Department of Human Resources (DHR), requesting approval of the classification for a Clerical Specialist position (title code 00000035, pay grade 05PM) in the Retirement Plan Services Division, DHR, by recommending adoption of the following:

A RESOLUTION

WHEREAS, the Department of Human Resources (DHR) has received a request for the creation of one Clerical Specialist position; and

WHEREAS, the request to create the position is being reviewed separately as part of File No. 18-137; and

WHEREAS, the DHR is responsible for assessing the duties associated with the position and providing a job title and compensation recommendation to the Committee on Personnel; and

WHEREAS, the Committee on Personnel, at its meeting of March 9, 2018, recommended adoption of File No. 18-134 (vote 5-0); now, therefore,

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

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|------------------------|-------------------------------|
| Recommended Title | Clerical Specialist |
| Department | Department of Human Resources |
| Org. Unit | 1140 |
| Title Code | 00000035 |
| Number of Positions | 1 |
| Pay Grade | 05PM |
| Bottom Step \$(Annual) | \$33,184.23 |
| Top Step \$(Annual) | \$42,553.28 |

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