

From the Executive Zoo Director requesting the creation of 1.0 FTE Senior Executive Assistant and abolishment of 1.0 FTE Executive Assistant, by recommending adoption of the following:

A RESOLUTION

WHEREAS, per Chapter 17 of the Milwaukee County Code of General Ordinances, changes to the authorized number of positions outside of the budget process require approval by the Milwaukee County Board of Supervisors; and

WHEREAS, the Milwaukee County Zoo (Zoo) seeks to abolish 1.0 Full-Time Equivalent (FTE) Executive Assistant position (pay grade NR21) and create 1.0 FTE Senior Executive Assistant position (pay grade NR23), to bring a higher level of administrative expertise, strategic insight, leadership, and discretion, ensuring the executive team is supported with the business acumen and operational excellence needed for high-level decision making and organizational impact; and

WHEREAS, the Zoo is starting a new beginning, guided by the Zoo Coalition's new vision and strategic commitments to Care, Connect, and Conserve, principles that underpin the mission to inspire people to conserve wildlife and wild places; and

WHEREAS, the work of the new strategic plan requires a higher-level support role that goes beyond traditional administrative functions, and the Senior Executive Assistant position will serve as a strategic partner to the Zoo Director, enabling streamlined communication, improved cross-departmental coordination, and more efficient implementation of strategic initiatives; and

WHEREAS, this role will support the Zoo's ongoing efforts to maintain Association of Zoos and Aquariums (AZA) accreditation standards, and with AZA requirements becoming increasingly complex and rigorous, the new Senior Executive Assistant position will assist in monitoring compliance, managing key documentation, and ensuring that leadership remains well-informed and proactive in meeting evolving criteria; and

WHEREAS, the Department of Human Resources has reviewed the request for this position to determine the appropriate classification (Senior Executive Assistant) and pay grade (NR23), and 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. 25-355 (vote 5-0); now, therefore,

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

Recommended Title	Senior Executive Assistant
Agency (Department)	950 – Milwaukee County Zoo (Zoo)
Organization (Low Org)	9551
Number (No.) of Positions	1
Pay Grade	NR23
Annual Range	\$58,677-\$78,312

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; and

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

Action	Title	No. of Positions	Pay Grade
Create	Senior Executive Assistant	1	NR23
Abolish	Executive Assistant	1	NR21

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