

COUNTY OF MILWAUKEE
Inter-Office Communication

Date: March 21st, 2025

To: Marcelia Nicholson, Chair, Milwaukee County Board of Supervisors

From: Israel Ramon, Register of Deeds

Subject: The Office of the Register of Deeds requests to abolish 1.0 FTE Assistant Coordinator ROD (paygrade NR20) and create 1.0 Supervisor FTE Fiscal & Vital Records (paygrade NR20)

File Type: Action Report

REQUEST

The Register of Deeds Office requests to abolish 1.0 FTE Assistant Coordinator ROD and create 1.0 FTE Supervisor Fiscal & Vital Records (NR20).

BACKGROUND

The abolished position has been vacant since October 25th, 2024. The created position is undergoing a position update and title change to more accurately describe the functions of the role. The Supervisor Fiscal & Vital Records position assists with the direction of work and development of procedures in Vital Records.

FISCAL EFFECT

This is an Abolish/Recreate of a vacant position. The impacted positions share a paygrade. There will be no budgetary or tax levy impact in 2025. The Supervisor Fiscal & Vital Records position has a projected start date of July 7th, 2025.

Total current year costs are estimated at \$26,613 (including salary and social security). Costs will be absorbed within the department’s personnel budget for 2025. Estimated total costs in 2026 are \$53,226.

POSITION INFORMATION

Action	Title	Pay Range	Annual Salary Range – 2080 Hours
Abolish	Assistant Coordinator	NR20	\$49,255.00 - \$73,882.00
Create	Supervisor Fiscal & Vital Records	NR20	\$49,255.00 - \$73,882.00

RECOMMENDATION

Register of Deeds recommends that 1.0 FTE Assistant Coordinator ROD (paygrade

NR20) be abolished and 1.0 FTE Supervisor Fiscal & Vital Records (paygrade NR20) be created in the Register of Deeds Office. There is no tax levy impact to this request.

Israel Ramon

Israel Ramon, Register of Deeds
[Insert Department Head name here, signature above]

cc: Kelly Bablitch, Chief of Staff, Milwaukee County Board of Supervisors
Janelle M. Jensen, Legislative Services Division Manager, Office of the County Clerk