

COUNTY OF MILWAUKEE
Department of Human Resources
INTER-OFFICE COMMUNICATION

DATE: 06/04/2018

TO: Theodore Lipscomb, Sr., Chairman, County Board of Supervisors

FROM: Dean Legler, Director of Compensation/HRIS



SUBJECT: **Position Creation Under Consideration by the Committee**

A review of the duties to be assigned to the new position requested by the department resulted in the following recommendation:

Recommended Title	Executive Assistant
Department	Health & Human Services
Org. Unit	8000
Title Code	TBD
Number of Positions	1
Pay Grade	25M
Bottom Step \$(Annual)	\$51,403.13
Top Step \$(Annual)	\$58,429.50

cc: Chris Abele – County Executive
Raisa Koltun – Chief of Staff, Office of the County Executive
Kelly Bablitch – Chief of Staff, Milwaukee County Board of Supervisors
Janelle Jenson – Senior Committee Coordinator
Shanin R. Brown – Committee Coordinator, Committee on Personnel
Scott Manske – Milwaukee County Comptroller
Steve Cady – Director of Research and Policy, Office of the Comptroller
Joseph Lamers – Director of Performance Strategy & Budget, Department of Administrative Services