


**COUNTY OF MILWAUKEE**  
**Department of Human Resources**  
INTER-OFFICE COMMUNICATION

DATE: 05/15/2018

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	Administrative Coordinator PM
Department	Health & Human Services
Org. Unit	8000
Title Code	TBD
Number of Positions	1
Pay Grade	27M
Bottom Step \$(Annual)	\$55,181.22
Top Step \$(Annual)	\$63,932.83

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