

Date: Tuesday, August 13, 2024

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

From: Margo Franklin, Chief Human Resources Officer, Department of Human Resources

Subject: From the Chief Human Resources Officer, Department of Human Resources, requesting approval of the classification of two, Full Time Equivalent, Clerical Specialist position (pay grade NR14) at the Milwaukee County Department of Courts.

File Type: Action Report

REQUEST

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

Recommended Title	Clerical Specialist
High Org. - Department	200 – Courts
Low Org. - Division	2863 – Childrens Div0Clk of Crts
Number of Positions	2
Pay Grade	NR14
Min (Annual)	\$34,049.60
Max (Annual)	\$51,064.00

POLICY

Milwaukee County Code of General Ordinances:	<u>17.05 (1)</u>
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BACKGROUND

The Department of Human Resources is responsible for assessing the duties associated with the position and providing a job title and compensation recommendation to the Committee on Personnel. This process is in accordance with Chapter 17.05 (1) of the Milwaukee County General Ordinances.

ALIGNMENT TO STRATEGIC PLAN

Describe how the item aligns to the objectives in the strategic plan:

- 1A: Reflect the full diversity of the County at every level of County government
- 1B: Create and nurture an inclusive culture across County government
- 1C: Increase the number of County contracts awarded to minority and women-owned businesses
- 2A: Determine what, where, and how we deliver services to advance health equity
- 2B: Break down silos across County government to maximize access to and quality of services offered
- 2C: Apply a racial equity lens to all decisions
- 3A: Invest “upstream” to address root causes of health disparities
- 3B: Enhance the County’s fiscal health and sustainability
- 3C: Dismantle barriers to diverse and inclusive communities

FISCAL EFFECT

The Department of Human Resources requests the approval of the classification recommendation. The Department of Human Resources is responsible for assessing the duties associated with the position and providing a job title and compensation recommendation.

TERMS

VIRTUAL MEETING INVITES

Margo Franklin
Anna Hodges
Ka Yang

PREPARED BY:

Takievia Patterson, Compensation/HRIS Assistant, Department of Human Resources

APPROVED BY:

Margo Franklin, Chief Human Resources Officer, Department of Human Resources

ATTACHMENTS:

cc: David Crowley, County Executive
Mary Jo Meyers, Chief of Staff, Milwaukee County Executive’s Office
Margo Franklin, Chief Human Resources Officer, Department of Human Resources
Kelly Bablitch, Chief of Staff, Milwaukee County Board of Supervisors
Janelle M. Jensen, Legislative Services Division Manager, Office of the County Clerk
Anna Hodges, Clerk Circuit Court, Department of Courts
Ka Yang, Assistant Chief Deputy Clerk Division, Department of Courts
Kellee Wilbourn, Manager Human Resources, Department of Human Resources