



Department of Human Resources

INTER-OFFICE COMMUNICATION

Date: November 12, 2021

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

From: Dean Legler, Director of Compensation/HRIS, Department of Human Resources

Subject: From the Director of Compensation/Human Resources Information Systems, Department of Human Resources, Requesting Reallocation of Four Document Examiner Positions (Location 340 - Register of Deeds, Dept 3420 Cashier Services)

File Type: Action Report

REQUEST

This submittal includes a resolution and accompanying fiscal note in support of the request to reallocate four Document Examiner positions (Location 340 - Register of Deeds, Dept 3420 Cashier Services).

The reallocation request asks the Chief Human Resources Officer to implement the following reallocation upon Board of Supervisors approval.

REQUESTOR	TITLE	NO. POSITIONS	CURRENT		RECOMMENDED		Effective Date		
			PAY RANGE	ANNUAL PAY RATE	PAY RANGE	ANNUAL PAY RATE			
ROD	Document Examiner	2	04P	01	\$33,030.40	05P	01	\$35,568.00	1/10/2022
				02	\$34,195.20		02	\$36,836.80	
				03	\$35,360.00		03	\$38,084.80	
				04	\$36,524.80		04	\$39,353.60	
				05	\$37,689.60		05	\$40,601.60	
				06	\$38,854.40		06	\$41,849.60	
				07	\$40,019.20		07	\$43,118.40	
				08	\$41,184.00		08	\$44,366.40	
				09	\$42,348.80		09	\$45,614.40	
				ROD	Document Examiner		1	04P	
02	\$34,195.20	02	\$36,836.80						
03	\$35,360.00	03	\$38,084.80						
04	\$36,524.80	04	\$39,353.60						
05	\$37,689.60	05	\$40,601.60						
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				08	\$41,184.00	08	\$44,366.40		
				09	\$42,348.80	09	\$45,614.40		

POLICY

Milwaukee County Code of General Ordinances:	17.055
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BACKGROUND

The Department of Human Resources is responsible for assessing the duties associated with a position and reviewing those duties with respect to the external market and internal roles for comparison. This reallocation is being requested to address better alignment with the market for this specific role. With respect to the role's critical responsibilities, increasing the recommended grade for this role has been determined to be appropriate.

Related File No's:	N/A
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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
Moving the position to this level will align more appropriately with market and allow for ability to have proper skill set required.
- 3C: Dismantle barriers to diverse and inclusive communities

FISCAL EFFECT

The Department of Human Resources requests the approval of the classification recommendation. The cost associated with this reallocation will be funded within the department.

TERMS

[Include specific term start and end dates, renewal options, automatic renewals, and termination clauses]

N/A

VIRTUAL MEETING INVITES

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PREPARED BY:

Dean Legler, Director of Compensation/HRIS, Department of Human Resources

APPROVED BY:

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

ATTACHMENTS:

Resolution

Fiscal Note

cc: Mary Jo Meyers, Chief of Staff, Milwaukee County Executive's Office
Supervisor Eddie Cullen, Chairman, Committee on Personnel
Joe Lamers, Director, Office of Performance, Strategy and Budget, DAS
Dan Laurila, Operating Budget Manager, DAS-PSB
Margo Franklin, Chief Human Resources Officer, Department of Human Resources
Steve Cady, Research & Policy Director, Office of the Comptroller
Israel Ramon, Register of Deeds
Sarah Zaug, HR Manager