

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

**DATE** : October 28, 2011

**To** : Committee on Personnel

*Candace M. Richards*

**FROM** : Candace M. Richards, Interim Director of Human Resources

**SUBJECT** : **Informational Report for 10/28/2011  
Personnel Committee Meeting**

Attached are a series of informational reports listing various personnel transactions that the Director of Human Resources intends to approve for implementation.

These reports (*reclassifications, advancements within the pay range, reallocations, and revisions to ECP*) are provided in accordance with the provisions of Chapter 17 and may be included on the agenda of the October 28, 2011 Personnel Committee Meeting for informational purposes.

In the event the Personnel Committee takes no action, the transactions noted on the reports will be implemented.

CMR:rlj

Copy: HR Managers

Personnel Committee Meeting Date: October 28, 2011

### Reclassification Report

In accordance with the provisions of 17.05 of the Milwaukee County General Ordinances, the Director of Human Resources intends to reclassify the position noted below. The Department of Administration has verified that funds are available within the adopted budget to cover the cost associated with this action.

Requestor	Org	Position	Current Classification (Title)	Current Pay Range	Proposed Classification (Title)	Proposed Pay Range	Current Year Impact (Top Step)	Annual Year Impact	Reason
*Family Care	7900	56160	Human Service Worker Aging	16C	Human Service Worker Family Care	16C	\$0	\$0	Retitle
**Family Care	7900	44890	Registered Nurse 2 Aging	18N	Registered Nurse 2 Family Care	18N	\$0	\$0	Retitle
Child Support	2430	89100	Manager, Family Support	916E	Fiscal & Budget Manager CSE	916E	\$0	\$0	Retitle
Economic Development	5804	07899	Economic Development Specialist	26M	Economic Development Coordinator	32M	\$1,968	\$12,797	Change in Duties
<b>Total</b>							<b>\$1,968</b>	<b>\$12,797</b>	

\*5 positions

\*\*8 positions

Personnel Committee Date: October 28, 2011

**ADVANCEMENT WITHIN THE PAY RANGE REPORT**

In accordance with the provisions of 17.10 of the County General Ordinances, the Director of Human Resources intends to approve the advancement within the pay range for the positions noted below. The Department of Administration has verified that funds are available within the adopted budget to cover the cost associated with these actions.

REQUESTOR	DEPT ORG UNIT	TITLE CODE NO POS	CURRENT CLASSIFICATION		CURR YEAR	SUB YEAR	PAY RANGE STEPS	PAY RANGE VALUE	REASON
County Board	1000	84600-00001	Adm Sec Asst Chief Comm Clk	From Step 4 to Step 5 PR 26M	\$ 430.00	\$ 2,803.00	01	\$23,8993	Performance Increase
							02	\$24,7463	
							03	\$25,8665	
							04	\$26,2029	
							05	\$27,4501	
County Board	1000	85291-0001	Adm Sec 2-Exec Sec	From Step 4 to Step 5 PR 23M	\$ 378.00	\$ 1,971.00	01	\$21,6891	Retention
							02	\$22,3951	
							03	\$23,1321	
							04	\$24,0086	
							05	\$24,8854	
County Clerk	3270	82200 - 0001	Deputy County Clerk	From Step 5 to Step 7 PR 913E	\$ 301.00	\$ 1,965.00	01	\$23,3092	Performance Increase
							02	\$24,1198	
							03	\$25,6407	
							04	\$26,8060	
							05	\$27,9712	
							06	\$28,8455	
							07	\$29,7192	
							08	\$30,3022	
Total					\$ 808.00	\$ 4,774.00			

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### REALLOCATION REPORT

In accordance with the provisions of 17.055 of the County General Ordinances, the Director of Human Resources intends to reallocate the positions noted below. The Department of Administration has verified that funds are available within the adopted budget to cover the cost associated with these actions. Fiscal note only reflects costs of wages and social security.

<u>DEPT</u>	<u>DEPT</u> <u>ORG</u>	<u>TITLE</u> <u>CODE</u>	<u>AUTH</u> <u>POS</u>	<u>FILLED</u> <u>POS</u>	<u>CURRENT CLASSIFICATION</u>	<u>CURRENT</u> <u>PAY RANGE</u>	<u>RECOMMENDED</u> <u>PAY RANGE</u>	<u>CURR YEAR</u>	<u>SUB YEAR</u>	<u>MAX YEAR</u>	<u>REASON</u>
1000	1000	84672	1	1	Adm Sec 2 - Asst to the Chief of Staff	23M	25M	\$ 454.00	\$ 2,961.00	\$ 2,961.00	Retention

**REVISIONS TO ECP REPORT  
Personnel Committee Meeting  
October 28, 2011**

Currently, there are no "Revisions to ECP" to report.