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From the Director of Compensation/Human Resources Information Systems, Department of Human Resources, requesting approval of the classification of four (4), Full Time Equivalent, Secretarial Assistant positions (pay grade 04Z3) in the Milwaukee County District Attorney’s Office, by recommending adoption of the following:

A RESOLUTION

WHEREAS, the Director of Compensation/Human Resources Information Systems, Department of Human Resources (DHR), is requesting approval of the classification of four Secretarial Assistant positions; and

WHEREAS, the request to create the positions is being reviewed separately by the Committee on Finance as part of File No. 22-768; and

WHEREAS, DHR is responsible for assessing the duties associated with the positions, and providing a job title and compensation recommendation to the Committee on Personnel; and

WHEREAS, the Committee on Personnel, at its meeting of July 12, 2022, recommended adoption of File No. 22-810 (vote 4-0); now, therefore,

BE IT RESOLVED, the Milwaukee County Board of Supervisors hereby approves the classification recommendation for the position as outlined in the memo hereto attached to this file and as summarized below:

Recommended Title	Secretarial Assistant
High Org. - Department	4500 – District Attorney
Low Org. - Division	4501 – District Attorney General
Number of Positions	4
Pay Grade	04Z3
Step 01 (Annual)	\$40,352.00
Step 02 (Annual)	\$40,830.40
Step 03 (Annual)	\$42,016.00
Step 04 (Annual)	\$43,201.60

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