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From the Milwaukee County Clerk, requesting the creation of 1.0 Administrative Secretary Legislative Assistant III position in the Office of the County Clerk, beginning March 31, 2024, and authorizing the transfer of \$43,718 from Agency 194-1945 – Appropriation for Contingencies to Agency 327 - County Clerk for salary costs to provide additional capacity to serve the Milwaukee County Board of Supervisors, by recommending adoption of the following:

**A RESOLUTION**

WHEREAS, the Milwaukee County Clerk (County Clerk) is independently elected, and among other duties, administers and records the proceedings of the Milwaukee County Board of Supervisors (County Board), maintains all legislative files, staffs County Board meetings and standing committees, staffs individual Supervisory district offices, and administers changes to the Milwaukee County Code of General Ordinances; and

WHEREAS, the 2024 Adopted Budget transferred five Legislative Assistant (LA) positions from Agency 100 – County Board to Agency 327 – County Clerk, to better align legislative support services with other existing County Board support services; and

WHEREAS, an analysis of the workflow and capacity of LA staff, as well as surveying the County Board and other stakeholders, it is recommended an additional LA position is needed to ensure an adequate level of support to all Supervisory district offices; and

WHEREAS, it is important to provide the County Clerk with the resources required to successfully provide staffing support to the County Board’s individual district offices; and

WHEREAS, the Department of Human Resources has reviewed this request for a new position or additional staffing to determine the appropriate classification (Administrative Secretary LA III) and pay grade (NR18), and has submitted a report included in this file; and

WHEREAS, the Office of Strategy, Budget, and Performance has reviewed this request with respect to need, appropriateness, and funding availability as required per Section 59.60(10), Wisconsin State Statutes, and has submitted a report included in this file; and

WHEREAS, the Committee on Finance, at its meeting of March 14, 2024, recommended adoption of File No. 24-269 (vote 7-0); now, therefore,

45 BE IT RESOLVED, the Milwaukee County Board of Supervisors hereby  
46 authorizes the creation of one Administrative Secretary Legislative Assistant (LA) III  
47 position in the Milwaukee County Clerk’s Office (County Clerk), effective Pay Period 7,  
48 beginning March 31, 2024:  
49

<b>Title</b>	<b>Number of Positions</b>	<b>Pay Grade</b>
Administrative Secretary LA III	1	NR18

50  
51 ; and  
52

53 BE IT FURTHER RESOLVED, the Office of Strategy, Budget, and Performance,  
54 working in conjunction with the Office of the Comptroller, is authorized to process an  
55 appropriation transfer of \$43,718 from Agency 194-1945 – Appropriation for  
56 Contingencies, to the appropriate salary and social security accounts in Agency 327 -  
57 County Clerk, to fund the position for the remainder of 2024.  
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62 S:\Committees\Committees\2024\March\FINANCE March 14\Resolutions\24-269 appropriation for contingency LA  
63 position ars.docx