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(ITEM ) From the Administrator, Milwaukee County Personnel Review Board and Ethics Board, requesting authorization to abolish 1.0 full time equivalent (FTE) Clerical Specialist - Personnel Review Board Non-Represented (title code 00001300000001, pay range 05PM) position and to create 1.0 FTE Paralegal (title code to be determined, pay range 23) position to meet the case management, research, and analysis needs of the Personnel Review Board, Ethics Board, and Civil Service Commission, by recommending adoption of the following:

**A RESOLUTION**

WHEREAS, the Clerical Specialist - Personnel Review Board (PRB) Non-Represented (NR) position has been vacant since December 2013 due to resignation; and

WHEREAS, administration of the Milwaukee County PRB and Ethics Board now requires case management, knowledge of hearing procedures, and assistance with research, outreach, and compliance tracking; and

WHEREAS, on November 19, 2014, the Milwaukee County Board of Supervisors adopted File No. 14-765, which gave the PRB and Ethics Board responsibility for administration of the Civil Service Commission; and

WHEREAS, the PRB and Ethics Board now provides case management, explains hearing procedures and rules, and conducts hearings and meetings for three different government bodies; and

WHEREAS, the PRB, Ethics Board, and Civil Service Commission require the services of a paralegal to perform higher level duties, such as research, analysis, case management, training, and outreach assistance; and

WHEREAS, the abolishment of the Clerical Specialist - PRB NR position and creation of a Paralegal position can be absorbed within the PRB's and Ethics Board's current budgets; and

WHEREAS, the Administrator of the PRB and Ethics Board requests authorization to abolish 1.0 full time equivalent (FTE) Clerical Specialist – PRB NR (pay range 05PM [\$32,049.59-\$41,098.37]) position, and to create 1.0 FTE Paralegal, (pay range 23 [\$47,640-\$54,660]) position pursuant to Section 17.05(1) of the Milwaukee County Code of General Ordinances; and

WHEREAS, the Department of Administrative Services, on March 26, 2015, reviewed this request and recommended pay range 23 (\$47,640-\$54,660); and

46 WHEREAS, the Department of Human Resources, on April 1, 2015, reviewed  
47 this request and recommended pay range 19L (\$38,861.86-\$52,734.49); now, therefore,  
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49 BE IT RESOLVED, the following position actions are approved for the Milwaukee  
50 County Personnel Review Board and Civil Service Commission effective April 2015:  
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<u>Action</u>	<u>Title</u>	<u>No. of Positions</u>	<u>Pay Range</u>
<b>Abolish</b>	Clerical Specialist PRB NR	1	05PM (\$32,049-\$41,098)
<b>Create</b>	Paralegal	1	23 (\$47,640-\$54,660)

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