



Milwaukee County

XX-XXX

Department of Human Resources

INTER-OFFICE COMMUNICATION

Date: Friday, February 17, 2023
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 approval of the classification of one, Full Time Equivalent, Forensic Chemist position (pay grade 29M) in the Milwaukee County Medical Examiner's Office.
File Type: Action Report

REQUEST

A review of the duties to be assigned to the new position requested by the department resulted in the following recommendation:

Table with 2 columns: Recommended Title, High Org. - Department, Low Org. - Division, Number of Positions, Pay Grade, Min (Annual), Max (Annual). Values include Forensic Chemist, 490 - Medical Examiner, 4900 - Medical Examiner, 1, 18N, \$64,043.20, \$83,491.20.

POLICY

Table with 2 columns: Milwaukee County Code of General Ordinances: 17.05 (1)

BACKGROUND

The Department of Human Resources is responsible for assessing the duties associated with the position and providing a job title and compensation recommendation to the Committee on Personnel. The request to create the position is being reviewed separately by the Committee on Finance. This process is in accordance with Chapter 17.05 (1) of the Milwaukee County General Ordinances.

Table with 2 columns: Related File No's, Associated File No's (Including Transfer Packets), Previous Action Date(s)

**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
- 3C: Dismantle barriers to diverse and inclusive communities

**FISCAL EFFECT**

The Department of Human Resources requests the approval of the classification recommendation. The Department of Human Resources is responsible for assessing the duties associated with the position and providing a job title and compensation recommendation.

**TERMS****VIRTUAL MEETING INVITES**

[Margo.Franklin@milwaukeecountywi.gov](mailto:Margo.Franklin@milwaukeecountywi.gov)

[Dean.Legler@milwaukeecountywi.gov](mailto:Dean.Legler@milwaukeecountywi.gov)

[Wieslawa.Tlomak@milwaukeecountywi.gov](mailto:Wieslawa.Tlomak@milwaukeecountywi.gov)

**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:**

Job Evaluation Questionnaire (JEQ)

cc: David Crowley, County Executive  
 Mary Jo Meyers, Chief of Staff, Milwaukee County Executive’s Office  
 Margo Franklin, Chief Human Resources Officer, Department of Human Resources  
 Kelly Bablitch, Chief of Staff, Milwaukee County Board of Supervisors  
 Janelle M. Jensen, Legislative Services Division Manager, Office of the County Clerk  
 Wieslawa Tlomak, Deputy Chief Medical Examiner, Medical Examiner’s Office  
 Arvis Williams, HR Manager, Department of Human Resources  
 Mary Paul, HR Business Partner, Department of Human Resources