

A report from the Director, Department of Health and Human Services, requesting the creation of the following positions: 1.0 FTE Legal Counsel Child Support Nm 1, 1.0 FTE Clerical Assistant 1, and 4.0 FTE Child Support Specialists and abolishment of 2.0 FTE Child Support Assistant within Child Support Services, by recommending adoption of the following:

## **A RESOLUTION**

WHEREAS, the Department of Health and Human Services is requesting the creation of 1.0 Full-Time Equivalent (FTE) Legal Counsel Child Support New Minimum (NM) 1 position (pay grade 34Z1), 1.0 FTE Clerical Assistant 1 position (pay grade NR13), and 4.0 FTE Child Support Specialist positions (pay grade NR17), and abolishment of 2.0 FTE Child Support Assistant positions (pay grade NR14); and

WHEREAS, the creation of the Legal Counsel Child Support NM 1 position is necessary to best serve the community, as court time has increased for attorneys, causing difficulty in properly preparing for hearings, participating in outreach activities, and working on specialty areas such as bankruptcy, probate, and interstate cases, as well as allowing for sufficient capacity to properly cover case conferences with participants and create a new combined program with Drug Treatment Court; and

WHEREAS, the need for more clerical assistance by an additional Clerical Assistant 1 position will be vital to assisting with the increased workload; and

WHEREAS, as services and caseloads increase, four additional Child Support Specialist positions are needed to assist with managing and monitoring sizeable caseloads, while still providing timely service to the public; and

WHEREAS, the six position creates are offset by the abolishment of two vacant Child Support Assistant positions, as well as State and Federal revenue; and

WHEREAS, these position actions align with Milwaukee County's strategic plan to ensure that we can continue in determining what, where, and how we deliver services to advance health equity; and

WHEREAS, the Department of Human Resources has reviewed the request for these positions, determined the appropriate classifications, and 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 Personnel (Personnel), at its meeting of March 4, 2025, laid over File No. 25-202 for one meeting cycle (vote 4-0); and

WHEREAS, Personnel, at its meeting of April 8, 2025, recommended adoption of File No. 25-202 (vote 5-0); now, therefore,

BE IT RESOLVED, the Milwaukee County Board of Supervisors (County Board) hereby approves the classification and pay grade recommendations for the positions, as outlined in the report hereto attached to this file and summarized below:

Recommended Title	Legal Counsel Child Support New Minimum (NM) 1
Agency (Department)	800 – Department of Health and Human Services (DHHS)
Org. (Low Org)	8432
Number (No.) of Positions	1
Pay Grade	34Z1
Annual Range	\$58,547 - \$135,636

Recommended Title	Clerical Assistant 1
Agency (Department)	800 - DHHS
Org. (Low Org)	8432
No. of Positions	1
Pay Grade	NR13
Annual Range	\$32,886 - \$49,339

Recommended Title	Child Support Specialist
Agency (Department)	800 - DHHS
Org. (Low Org)	8432
No. of Positions	4
Pay Grade	NR17
Annual Range	\$41,509 - \$62,285

; and

BE IT FURTHER RESOLVED, the County Board hereby authorizes and approves the following position actions for DHHS, effective Pay Period 7, beginning March 29, 2025:

Action	Title	No. of Positions	Pay Grade
Abolish	Child Support Assistant	2	NR14
Create	Child Support Specialist	4	NR17
Create	Legal Counsel Child Support NM 1	1	34Z1
Create	Clerical Assistant 1	1	NR13

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70 s:\\committees\\2025\\april\\per apr 8\\resolutions\\25-202 dhhs create css positions & abolish child support asst.docx