

**COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION**

Date: April 7, 2017

To: Theodore Lipscomb, Sr., Chairman, and Milwaukee County Board of Supervisors

From: David Cullen, Milwaukee County Treasurer

Subject: Request for authorization to create the position of Clerical Assistant 2 in the County Treasurer's Office.

Request

The County Treasurer, requests authorization to create a 1.0 Full-Time Equivalent (FTE) Clerical Assistant 2. Approval of this action item will complete a plan to best match the position title to its duties currently assigned to the Administrative Assistant position.

Background

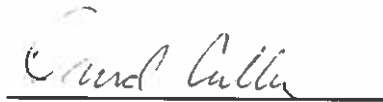
Over the last few years, the role of Administrative Assistant in the Treasurer's Office has become less administrative. This request to create a Clerical Assistant 2 is to establish a position that best matches the assigned duties within Milwaukee County. The new position will assume all responsibilities of the previous classification and the Administrative Assistant position would be abolished upon vacancy. By making this change there will be an anticipated annual savings of approximately \$8,418.

The requested position is part of a strategic plan to improve services and oversight of our property records database provided by the Real Property Analyst. This position was approved by the County Board in the 2017 budget. It is anticipated that the current Administrative Assistant would become the Property Records Analyst, with the Administrative Assistant position being abolished when it is vacated by the current employee.

Recommendation

The Milwaukee County Treasurer respectfully requests authority to create a 1.0 Full Time Equivalent (FTE) position of Clerical Assistant 2 effective June 19, 2017, Pay Period 14.

Approved by

A handwritten signature in cursive script, appearing to read "David Cullen", is written over a horizontal line.

David Cullen
Milwaukee County Treasurer

- cc: County Executive Chris Abele
Raisa Koltun, Chief of Staff
Supervisor Peggy West, Chair, Finance and Audit Committee
Supervisor Sheldon Wasserman, Vice-Chair, Finance and Audit Committee
Kelly Bablitch, Chief of Staff, County Board of Supervisors
Steve Kreklow, Performance, Strategy and Budget Administrator, DAS
Steve Cady, Research & Policy Director, Comptroller's Office
Janelle Jensen, Committee Clerk, Finance and Audit Committee
Lara Lukasik, Fiscal Analyst, Performance, Strategy and Budget Office
MaryBeth Buechel, Senior Specialist Employee Relations