

From the Chief Deputy, Milwaukee County Sheriff's Office (MCSO), requesting the creation of 1.0 FTE Administrative Assistant (Pay Grade 17) 4038 Criminal Justice Facility (CJF), using funds from vacant Clerical Assistant Hourly positions (Pay Grade 05P) 4038 Criminal Justice Facility (CJF), by recommending adoption of the following:

A RESOLUTION

WHEREAS, the Office of the Sheriff (the Office) is requesting the creation of one Full-Time Equivalent (FTE) Administrative Assistant, Criminal Justice Facility (CJF), to provide administrative support and work as an assistant to the Jail Director (the Director), and would involve:

- Managing the Director's schedule
- Reviewing and preparing high-quality correspondence
- Organizing files and managing projects
- Prioritizing emails, phone calls, and other administrative duties

; and

WHEREAS, the Administrative Assistant position's main objective is high level administrative support to ensure efficient operations, attention to detail, meet time-sensitive deadlines, and overall improved productivity of the CJF; and

WHEREAS, the Administrative Assistant position will support the Director, Assistant Jail Commander, Captains, and CJF Administration staff with projects, presentations, documents, spreadsheets, and other tasks and duties as assigned; and

WHEREAS, the Administrative Assistant position is necessary for assisting the CJF, and aligns 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 this position change request, and has determined the appropriate classification (Administrative Assistant and pay grade (17), 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 Personnel, at its meeting of January 16, 2024, recommended adoption of File No. 23-1049 (vote 4-0); now, therefore,

46 BE IT RESOLVED, the Milwaukee County Board of Supervisors (County Board)
 47 hereby approves the classification and pay grade recommendation for the position as
 48 outlined in the report hereto attached to this file and summarized below:
 49

Recommended Title	Administrative Assistant
Agency (Department)	400 – Office of the Sheriff (the Office)
Org. (Low Org)	4038
Number of Positions	1
Pay Grade	17
Annual Range	\$40,523 - \$60,806

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 51 ; and

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 53 BE IT FURTHER RESOLVED, the County Board hereby authorizes and
 54 approves the following position action for the Office, effective after February 4, 2024:
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Action	Title	Number of Positions	Pay Grade
Create	Administrative Assistant	1	17

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