

From the Director of Compensation/Human Resources Information System, Department of Human Resources, requesting approval of the classification for an Office Assistant I (title code 00001370, pay grade 06) position in the Department of Parks, Recreation, and Culture, by recommending adoption of the following:

A RESOLUTION

WHEREAS, the Department of Human Resources (DHR) has received a request for the creation of one Office Assistant I position; and

WHEREAS, the request to create the position is being reviewed separately as part of File No. 17-129; and

WHEREAS, the DHR is responsible for assessing the duties associated with the position and providing a job title and compensation recommendation to the Committee on Personnel; and

WHEREAS, the Committee on Personnel, at its meeting of March 10, 2017, recommended adoption of File No. 17-137 (vote 4-0); now, therefore,

BE IT RESOLVED, the Milwaukee County Board of Supervisors hereby approves the classification recommendation for the position as outlined in the memo hereto attached to this file and as summarized below:

Recommended Title	Office Assistant I
Department	Department of Parks, Recreation, and Culture
Org. Unit	9000
Title Code	00001370
Number of Positions	1
Pay Grade	06
Bottom Step \$(Annual)	\$27,473.21
Top Step \$(Annual)	\$33,507.13

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