

COUNTY OF MILWAUKEE
Inter-Office Communication

Date: May 16, 2024

To: Marcelia Nicholson, Chairwoman, Milwaukee County Board of Supervisors

From: Shakita LaGrant-McClain, Director, Department of Health and Human Services

Subject: A report from the Director, Department of Health and Human Services, requesting the creation of 1.0 FTE Clerical Specialist and abolishment of 1.0 FTE Clerical Assistant within Children, Youth and Family Services

File Type: Action Report

REQUEST

A report from the Director, Department of Health and Human Services, requesting approval to create 1.0 FTE Clerical Specialist in paygrade NR14 and abolish 1.0 FTE Clerical Assistant in paygrade NR13.

POLICY

The maximum number of positions and/or the maximum number of employee hours in a given classification are approved as part of the annual adopted budget. Changes to the authorized number of positions outside of the budget process require approval by the Milwaukee County Board of Supervisors.

Milwaukee County Ordinances:		17.28
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BACKGROUND

The Clerical Specialist position is being requested for the Children, Youth and Family Services (CYFS) area within DHHS. Specifically, the Clerical Specialist will provide administrative and office support including accurate interpretation, compilation, and processing of police referrals and service/program referrals by data entry of complex data in multiple data systems. This position will also ensure accurate and timely processing of data entry with tight timeframes for statutory or department policy deadlines. The data that this position is responsible for is used for reporting, authorizing services and programs, monitoring, and tracking of justice-involved youth. This position will also ensure appropriate coverage is available across CYFS.

This action will ensure consistency and alignment across CYFS positions to support equitable pay and responsibilities. Reclasses of existing filled Clerical Assistants to Clerical Specialists within CYFS were recommended in the May cycle of the County Board.

Position Information:

<u>Action</u>	<u>Title</u>	<u>Pay Range</u>	<u>Annual Salary</u>
Abolish	Clerical Assistant	NR13	\$32,115-\$48,173
Create	Clerical Specialist	NR14	\$34,050-\$51,064

ALIGNMENT TO STRATEGIC PLAN

The request to create a new position in the DHHS aligns with the county’s strategic plan to ensure that we can continue in determining what, where, and how we deliver services to advance health equity.

FISCAL EFFECT

A fiscal note is attached.

TERMS

The requested position create would be effective upon approval by the Milwaukee County Board of Supervisors.

VIRTUAL MEETING INVITES

Shakita.LaGrant@milwaukeecountywi.gov
Kelly.Pethke@milwaukeecountywi.gov

PREPARED BY:

Kelly Pethke, CYFS Administrator

APPROVED BY:

Shakita LaGrant-McClain

Shakita LaGrant-McClain, Director, Department of Health & Human Services

ATTACHMENTS:

None

cc: County Executive David Crowley
Sup. Patti Logsdon, Chair, Personnel Committee
Mary Jo Meyers, Chief of Staff, County Executive's Office
Kelly Bablitch, Chief of Staff, Milwaukee County Board of Supervisors
Steve Cady, Research Director, Comptroller's Office
Janelle M. Jensen, Legislative Services Division Manager, Office of the County Clerk
Lottie Maxwell-Mitchell, Senior Budget & Management Analyst, DAS