

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36

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

**A RESOLUTION**

WHEREAS, the Clerical Specialist position 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; and

WHEREAS, the position will also ensure accurate and timely processing of data entry used for reporting, authorizing services and programs, monitoring, and tracking of justice-involved youth; and

WHEREAS, the Department of Human Resources has reviewed this request to determine the appropriate classification (Clerical Specialist) and pay grade (NR14), 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 June 4, 2024, recommended adoption of File No. 24-529 (vote 5-0); now, therefore,

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

Recommended Title	Clerical Specialist
Agency (Department)	800 – Department of Health and Human Services (DHHS)
Org. (Low Org)	8911
Number of Positions	1
Pay Grade	NR14
Annual Range	\$34,050-\$51,064

; and

37 BE IT FURTHER RESOLVED, the County Board hereby authorizes and  
38 approves the following position actions for DHHS, effective Pay Period 14, beginning  
39 June 24, 2024:  
40

<b>Action</b>	<b>Title</b>	<b>Low Org</b>	<b>Number of Positions</b>	<b>Pay Grade</b>
Abolish	Clerical Assistant	8937	NR13	\$32,115-\$48,173
Create	Clerical Specialist	8911	NR14	\$34,050-\$51,064

41

42

43 chk

44 06/04/24

45 s:\committees\2024\june\per\resolutions\24-529 dhhs abolish clerical asst create clerical specialist.docx