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A report from the Director, Department of Health and Human Services, requesting the creation of 1.0 FTE Fiscal Assistant 2 and abolishment of 1.0 FTE Fiscal Assistant 1 and 1.0 FTE Clerical within DHHS Child Support Services, by recommending adoption of the following:

A RESOLUTION

WHEREAS, the Fiscal Assistant 2 position is responsible for the handling of child support payments and fees at the reception desk of Child Support Services, Department of Health and Human Services; and

WHEREAS, timely service to the public ensures furtherance of Milwaukee County’s “No Wrong Door” policy; and

WHEREAS, the Department of Human Resources has reviewed this request to determine the appropriate classification (Fiscal Assistant 2) and pay grade (NR15), 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. 24-531 (vote 4-0); 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	Fiscal Assistant 2
Agency (Department)	800 – Department of Health and Human Services (DHHS)
Org. (Low Org)	8432
Number of Positions	1
Pay Grade	NR15
Annual Range	\$36,067-\$54,101

; and

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

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Action	Title	Number of Positions	Pay Grade
Abolish	Fiscal Assistant 1	1	NR13
Abolish	Clerical Assistant 1	1	NR12
Create	Fiscal Assistant 2	1	NR15

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chk
06/04/24
s:\committees\2024\june\per\resolutions\24-531 dhhs create fiscal asst abolish fiscal asst & clerical.docx