



*Milwaukee County*  
**Department of Human Resources**  
INTER-OFFICE COMMUNICATION

Date: Monday, February 12, 2024

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

From: Margo Franklin, Chief Human Resources Officer, Department of Human Resources

Subject: From the Chief Human Resources Officer, Department of Human Resources, requesting approval of the classification of one, Full Time Equivalent, Administrative Assistant position (pay grade NR17) at the Milwaukee County Department of Administrative Services Facilities Management.

File Type: Action Report

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**REQUEST**

A review of the duties to be assigned to the new position requested by the department resulted in the following recommendation:

Recommended Title	Administrative Assistant
High Org. - Department	115 – DAS Facilities Management
Low Org. - Division	5740 – Arch/Eng Srvs
Number of Positions	1
Pay Grade	NR17
Min (Annual)	\$40,539.20
Max (Annual)	\$60,819.20

**POLICY**

Milwaukee County Code of General Ordinances:	<a href="#">17.05 (1)</a>
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**BACKGROUND**

The Department of Human Resources is responsible for assessing the duties associated with the position and providing a job title and compensation recommendation to the Committee on Personnel. This process is in accordance with Chapter 17.05 (1) of the Milwaukee County General Ordinances.

**ALIGNMENT TO STRATEGIC PLAN**

Describe how the item aligns to the objectives in the [strategic plan](#):

- 1A: Reflect the full diversity of the County at every level of County government
- 1B: Create and nurture an inclusive culture across County government
- 1C: Increase the number of County contracts awarded to minority and women-owned businesses
- 2A: Determine what, where, and how we deliver services to advance health equity
- 2B: Break down silos across County government to maximize access to and quality of services offered
- 2C: Apply a racial equity lens to all decisions
- 3A: Invest “upstream” to address root causes of health disparities
- 3B: Enhance the County’s fiscal health and sustainability
- 3C: Dismantle barriers to diverse and inclusive communities

**FISCAL EFFECT**

The Department of Human Resources requests the approval of the classification recommendation. The Department of Human Resources is responsible for assessing the duties associated with the position and providing a job title and compensation recommendation.

**TERMS****VIRTUAL MEETING INVITES**

Margo Franklin  
Aaron Hertzberg  
Stuart Carron

**PREPARED BY:**

Takievia Patterson, Compensation/HRIS Assistant, Department of Human Resources

**APPROVED BY:**

Margo Franklin, Chief Human Resources Officer, Department of Human Resources

**ATTACHMENTS:**

cc: David Crowley, County Executive  
Mary Jo Meyers, Chief of Staff, Milwaukee County Executive’s Office  
Margo Franklin, Chief Human Resources Officer, Department of Human Resources  
Kelly Bablitch, Chief of Staff, Milwaukee County Board of Supervisors  
Janelle M. Jensen, Legislative Services Division Manager, Office of the County Clerk  
Aaron Hertzberg, Executive Director Administrative Services, Department of DAS  
Stuart Carron, Director Facilities Management, Department of DAS  
MaryBeth Buechel, HR Business Partner, Department of Human Resources