

From the Director of Compensation, Human Resources Information System, Department of Human Resources, requesting approval of the classification of one Administrative Assistant position (title code 00001000, pay grade 06PM) in Combined Court Related Operations, by recommending adoption of the following:

**A RESOLUTION**

WHEREAS, the Director of Compensation, Human Resources Information System, Department of Human Resources (DHR), is requesting the creation of one Administrative Assistant position; and

WHEREAS, the request to create the position is being reviewed separately by the Committee on Finance and Audit as part of File No. 18-487; and

WHEREAS, 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 July 12, 2018, recommended adoption of File No. 18-505 (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	Administrative Assistant
Department	Combined Court Related Operations
Org. Unit	2000
Title Code	00001000
Number of Positions	1
Pay Grade	06PM
Bottom Step \$(Annual)	\$35,995.20
Top Step \$(Annual)	\$45,158.02

28  
29  
30  
31  
32