



**Department of Human Resources**

INTER-OFFICE COMMUNICATION

---

Date: December 30, 2021

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

From: Dean Legler, Director of Compensation/HRIS, Department of Human Resources

Subject: From the Director of Compensation/Human Resources Information Systems, Department of Human Resources, requesting approval of the classification of one, Full Time Equivalent, Clerk Vital Records position (pay grade 05P) in the Milwaukee County Register of Deeds.

File Type: Action Report

---

**REQUEST**

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

|                        |                                 |
|------------------------|---------------------------------|
| Recommended Title      | Clerk Vital Records             |
| High Org. - Department | 340 – Register of Deeds         |
| Low Org. - Division    | 3420 – Vital Statistics/Id Serv |
| Number of Positions    | 01                              |
| Pay Grade              | 05P                             |
| Step 01 (Annual)       | \$35,568.00                     |
| Step 02 (Annual)       | \$36,836.80                     |
| Step 03 (Annual)       | \$38,084.80                     |
| Step 04 (Annual)       | \$39,353.60                     |
| Step 05 (Annual)       | \$40,601.60                     |
| Step 06 (Annual)       | \$41,849.60                     |
| Step 07 (Annual)       | \$43,118.40                     |
| Step 08 (Annual)       | \$44,366.40                     |
| Step 09 (Annual)       | \$45,614.40                     |

**POLICY**

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

**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. The request to create the position is being reviewed

separately by the Committee on Finance as part of File No. 22-103. This process is in accordance with Chapter 17.05 (1) of the Milwaukee County General Ordinances.

|                    |        |
|--------------------|--------|
| Related File No's: | 22-103 |
|--------------------|--------|

### **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.

### **VIRTUAL MEETING INVITES**

[Margo.Franklin@milwaukeecountywi.gov](mailto:Margo.Franklin@milwaukeecountywi.gov)

[Dean.Legler@milwaukeecountywi.gov](mailto:Dean.Legler@milwaukeecountywi.gov)

[Joseph.Lamers@milwaukeecountywi.gov](mailto:Joseph.Lamers@milwaukeecountywi.gov)

[Daniel.Laurila@milwaukeecountywi.gov](mailto:Daniel.Laurila@milwaukeecountywi.gov)

[Israel.Ramon@milwaukeecountywi.gov](mailto:Israel.Ramon@milwaukeecountywi.gov)

[Larry.Eckert@milwaukeecountywi.gov](mailto:Larry.Eckert@milwaukeecountywi.gov)

### **PREPARED BY:**

Dean Legler, Director of Compensation/HRIS, Department of Human Resources  
Bridget Morstad, Lead Compensation Analyst, Department of Human Resources  
Talisa Minifield, Specialist HR Systems/Compensation, Department of Human Resources  
Lindsay Kampschroer, Administrative Assistant, Department of Human Resources

### **APPROVED BY:**

Dean Legler, Director of Compensation/HRIS, Department of Human Resources

### **ATTACHMENTS:**

Resolution

Fiscal Note

cc: Mary Jo Meyers, Chief of Staff, Milwaukee County Executive's Office  
Supervisor Eddie Cullen, Chairman, Committee on Personnel  
Joe Lamers, Director, Office of Performance, Strategy and Budget, DAS  
Dan Laurila, Operating Budget Manager, DAS-PSB  
Margo Franklin, Chief Human Resources Officer, Department of Human Resources  
Steve Cady, Research & Policy Director, Office of the Comptroller  
Israel Ramon, Register of Deeds, Register of Deeds  
Larry Eckert, Deputy Register Deeds, Register of Deeds  
Sarah Zaug, HR Manager, Department of Human Resources