

COUNTY OF MILWAUKEE
DAS - Department of Human Resources
INTER-OFFICE COMMUNICATION

DATE : November 28, 2011

To : Committee on Personnel

FROM : Candace M. Richards, Interim Director of Human Resources



SUBJECT : **Informational Report for 12/09/2011
Personnel Committee Meeting**

Attached are a series of informational reports listing various personnel transactions that the Director of Human Resources intends to approve for implementation.

These reports (*reclassifications, advancements within the pay range, reallocations, and revisions to ECP*) are provided in accordance with the provisions of Chapter 17 and may be included on the agenda of the October 28, 2011 Personnel Committee Meeting for informational purposes.

In the event the Personnel Committee takes no action, the transactions noted on the reports will be implemented.

CMR:rly

Copy: HR Managers

Personnel Committee Meeting Date: December 9, 2011

AMENDED

Reclassification Report

In accordance with the provisions of 17.05 of the Milwaukee County General Ordinances, the Director of Human Resources intends to reclassify the position noted below. The Department of Administration has verified that funds are available within the adopted budget to cover the cost associated with this action.

Requestor	Org	Position	Current Classification (Title)	Current Pay Range	Proposed Classification (Title)	Proposed Pay Range	Current Year Impact (Top Step)	Annual Year Impact	Reason
Courts	2421	00040	Administrative Assistant NR	06PM	Administrative Assistant 2 FCC NR	22M	\$0	\$9,769	Change in Duties
County Executive	1011	84879	Administrative Secretary Executive Policy Advisor	913E	Exdir2-Stragegic Planning	902E	\$0	\$28,124	Change in Duties
Total								<u>\$37,893</u>	

Personnel Committee Date:

December 9, 2011

ADVANCEMENT WITHIN THE PAY RANGE REPORT

In accordance with the provisions of 17.10 of the County General Ordinances, the Director of Human Resources intends to approve the advancement within the pay range for the positions noted below. The Department of Administration has verified that funds are available within the adopted budget to cover the cost associated with these actions.

REQUESTOR	<u>DEPT</u> <u>ORG</u> UNIT	<u>TITLE</u> <u>CODE</u> NO POS	CURRENT CLASSIFICATION	PAY RANGE	<u>CURR</u> YEAR	<u>SUB</u> YEAR	<u>PAY RANGE</u> STEPS	<u>PAY RANGE</u> VALUE	REASON
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Currently, there are no "Advancements within the Pay Range" to report.

Personnel Committee Date: December 9, 2011

REALLOCATION REPORT

In accordance with the provisions of 17.055 of the County General Ordinances, the Director of Human Resources intends to reallocate the positions noted below. The Department of Administration has verified that funds are available within the adopted budget to cover the cost associated with these actions. Fiscal note only reflects costs of wages and social security.

<u>DEPT</u>	<u>DEPT</u>	<u>TITLE</u>	<u>AUTH</u>	<u>FILLED</u>		<u>CURRENT</u>	<u>RECOMMENDED</u>	<u>CURR</u>			
	<u>ORG</u>	<u>CODE</u>	<u>POS</u>	<u>POS</u>	<u>CURRENT CLASSIFICATION</u>	<u>PAY RANGE</u>	<u>PAY RANGE</u>	<u>YEAR</u>	<u>SUB YEAR</u>	<u>MAX YEAR</u>	<u>REASON</u>

Currently, there are no "Reallocations" to report.

**REVISIONS TO ECP REPORT
Personnel Committee Meeting
December 9, 2011**

Currently, there are no "Revisions to ECP" to report.