

From the District Attorney, requesting approval to create 1.0 Process Investigator position and abolish two 0.50 Process Investigator positions, pay grade NR17, by recommending adoption of the following:

A RESOLUTION

WHEREAS, the Process Investigator position will provide an essential function of serving subpoenas to witnesses and victims necessary for the prosecution of crime; and

WHEREAS, one individual assigned to the position would not only be easier to recruit, but they would also be able to complete the assigned tasks more efficiently; and

WHEREAS, the Department of Human Resources has reviewed this request for a new position to determine the appropriate classification (Process Investigator) and pay grade (NR17) (\$19.88 - 29.83/hour), 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 December 2, 2025, recommended adoption of File No. 25-735 (vote 5-0); 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	Process Investigator
Agency (Department)	450 – Office of the District Attorney (District Attorney)
Organization (Org) (Low Org)	4501
Number (No.) of Positions	1
Pay Grade	NR17

; and

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BE IT FURTHER RESOLVED, the County Board hereby authorizes and approves the following position action for the District Attorney, effective Pay Period 1 of 2026, beginning December 21, 2025:

Action	Title	No. of Positions	Pay Grade
Create	Process Investigator	1.0	NR17
Abolish	Process Investigator	2.0	NR17

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