



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

22-142

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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, Mechanical Service Manager position (pay grade 917E) in the Milwaukee County Department of Administrative Services (DAS).

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	Mechanical Service Manager
High Org. - Department	115 – Department of Administrative Services (DAS)
Low Org. - Division	5702 – Maintenance Operations
Number of Positions	01
Pay Grade	917E
Step 01 (Annual)	\$86,340.80
Step 02 (Annual)	\$90,646.40
Step 03 (Annual)	\$94,972.80
Step 04 (Annual)	\$99,278.40
Step 05 (Annual)	\$103,604.80
Step 06 (Annual)	\$106,849.60
Step 07 (Annual)	\$110,073.60
Step 08 (Annual)	\$112,236.80

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

separately by the Committee on Finance as part of File No. 22-108. This process is in accordance with Chapter 17.05 (1) of the Milwaukee County General Ordinances.

Related File No's:	22-108
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### **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**

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### **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  
 Aaron Hertzberg, Executive Director, Department of Administrative Services  
 Stuart Carron, Director Facilities Management, Department of Administrative Services  
 MaryBeth Buechel, HR Business Partner, Department of Human Resources