

COUNTY OF MILWAUKEE
Department of Human Resources
INTER-OFFICE COMMUNICATION

DATE: 06/20/2018

TO: Theodore Lipscomb, Sr., Chairman, County Board of Supervisors

FROM: Dean Legler, Director of Compensation/Human Resources Information System,
Department of Human Resources. *DAL*

SUBJECT: **Position Creation Under Consideration by the Committee**

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

Recommended Title	Administrative Assistant
Department	Courts
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

cc: Chris Abele – County Executive
Raisa Koltun – Chief of Staff, Office of the County Executive
Kelly Bablitch – Chief of Staff, Milwaukee County Board of Supervisors
Janelle Jenson – Senior Committee Coordinator
Shanin R. Brown – Committee Coordinator, Committee on Personnel
Scott Manske – Milwaukee County Comptroller
Steve Cady – Director of Research and Policy, Office of the Comptroller
Joseph Lamers – Director of Performance Strategy & Budget, Department of Administrative Services