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From the Register of Deeds requesting authorization to abolish 1.0 FTE Supervisor Register of Deeds, 1.0 FTE Supervisor Vital Records, 1.0 FTE Document Examiner; and create 1.0 FTE Document Examiner, 1.0 FTE Vital Records Lead, and 1.0 FTE Clerk Vital Records, by recommending adoption of the following:

**A RESOLUTION**

WHEREAS, the Register of Deeds (ROD) has identified a need to reduce managers, and facilitate staff management with two Coordinator positions; and

WHEREAS, the ROD will be cross-training staff for efficiency, to provide better customer service during staff shortages in 2022 and 2023; and

WHEREAS, as a result of the waning Coronavirus Disease pandemic, Milwaukee County (the County) residents are accessing vital records with more frequency; and

WHEREAS, the ROD has determined an additional staff member is needed to process and cashier mail, internet, and in-person orders, as well as researching vital records; and

WHEREAS, a recent retirement, medical leave, and vacancy in the Vital Records section have highlighted the need for additional reserve staff to properly serve the public without unusually long wait times; and

WHEREAS, reasonable wait times and excellence in customer service fits squarely into the strategic mission of the County, and reduces equity disparities; and

WHEREAS, the Committee on Finance, at its meeting of January 27, 2022, recommended adoption of File No. 22-103 (vote 7-0); now, therefore,

BE IT RESOLVED, the Milwaukee County Board of Supervisors hereby authorizes and approves the following position actions for the Office of the Register of Deeds (ROD), effective January 9, 2022:

<b>Action</b>	<b>Title</b>	<b>Number of Positions</b>	<b>Pay Grade</b>
Abolish	Supervisor ROD	1.0	Pay Grade 07P \$46,272 to \$59,337
Create	Document Examiner	1.0	Pay Grade 05P \$39,054 to \$50,080
Abolish	Supervisor Vital Records ROD	1.0	Pay Grade 07P \$46,272 to \$59,337
Create	Vital Records Lead	1.0	Pay Grade 07P \$46,272 to \$59,337
Abolish	Document Examiner	1.0	Pay Grade 04P \$36,247 to \$46,482
Create	Clerk Vital Records	1.0	Pay Grade 05P \$39,054 to \$50,080

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