



## Department of Human Resources

INTER-OFFICE COMMUNICATION

Date: Wednesday, June 21, 2023

To: Marcelia Nicholson, Chairwoman, Milwaukee County Board of Supervisors

From: Margo Franklin, Chief Human Resource Officer, Department of Human Resources

Subject: From the Chief Human Resource Officer, Department of Human Resources, Requesting Reallocation of (4) Park Unit Coord 1 (Location 900 - Parks, Department - Various)

File Type: Action Report

**REQUEST**

This submittal includes a resolution and accompanying fiscal note in support of the request to reallocate (4) Park Unit Coordinator 1 (Location 900 - Parks, Department - Various). The associated job description is also included for reference.

The reallocation request asks the Chief Human Resources Officer to implement the following reallocation upon Board of Supervisors approval.

REQUEST OR	TYPE	TITLE	NO. POSITION \$	CURRENT		RECOMMENDED			Civil Service Classification	Comments	Effective Date	
				PAY RANGE	ANNUAL PAY RATE	PAY RANGE	ANNUAL PAY RATE					
Parks	Reallocation	Park Unit Coord 1	4	22M	Min \$51,833.60 Max \$59,758.40	27	Min \$62,816.00 Max \$74,942.40		Classified	Reallocating position to align salary with job duties & responsibilities.	8/6/2023	
Parks	Reallocation	Park Unit Coordinator	4	27	Min \$62,816.00 Max \$74,942.40	27	Min \$62,816.00 Max \$74,942.40		Classified	Reallocating position to align salary with job duties & responsibilities.	8/6/2023	
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**POLICY**

Milwaukee County Code of General Ordinances: [17.055](#)

**BACKGROUND**

The Department of Human Resources is responsible for assessing the duties associated with a position and reviewing those duties with respect to the external market and internal roles for comparison. This reallocation is being requested to address better alignment with the market for this specific role. With respect to the role's critical responsibilities, increasing the recommended grade for this role has been determined to be appropriate.

**ALIGNMENT TO STRATEGIC PLAN**

Describe how the item aligns to the objectives in the [strategic plan](#):

- 1A: Reflect the full diversity of the County at every level of County government
- 1B: Create and nurture an inclusive culture across County government
- 1C: Increase the number of County contracts awarded to minority and women-owned businesses
- 2A: Determine what, where, and how we deliver services to advance health equity
- 2B: Break down silos across County government to maximize access to and quality of services offered
- 2C: Apply a racial equity lens to all decisions
- 3A: Invest “upstream” to address root causes of health disparities
- 3B: Enhance the County’s fiscal health and sustainability  
*Moving the positions to this level will align more appropriately with market and allow for ability to have proper skill set required.*
- 3C: Dismantle barriers to diverse and inclusive communities

**FISCAL EFFECT**

The Department of Human Resources requests the approval of the classification recommendation. The cost associated with this reallocation will be funded within the department.

**TERMS**

[Include specific term start and end dates, renewal options, automatic renewals, and termination clauses]

N/A

**VIRTUAL MEETING INVITES**

[Margo.Franklin@milwaukeecountywi.gov](mailto:Margo.Franklin@milwaukeecountywi.gov)

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**PREPARED BY:**

Margo Franklin, Chief Human Resource Officer, Department of Human Resources

**APPROVED BY:**

Margo Franklin, Chief Human Resources Officer, Department of Human Resources

**ATTACHMENTS:**

Resolution

Fiscal Note

Reference Job Description

cc: Mary Jo Meyers, Chief of Staff, Milwaukee County Executive's Office  
Supervisor Willie Johnson Jr, Chairman, Committee on Personnel  
Joe Lamers, Director, Office of Performance, Strategy and Budget, DAS  
Dan Laurila, Director Operating Budget, DAS-PSB  
Margo Franklin, Chief Human Resources Officer, Department of Human Resources  
Steve Cady, Research & Policy Director, Office of the Comptroller  
Guy Smith, Exec Dir Parks  
Mira Hayes, Human Resource Business Partner  
Lisa Ruiz Garcia, Human Resource Manager