



Department of Human Resources

INTER-OFFICE COMMUNICATION

Date: Thursday, December 22, 2022
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, Assistant Administrative position (pay grade 06P) in the Milwaukee County Department of Health and Human Services.

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File Type: Action Report

REQUEST

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

Table with 2 columns: Recommended Title, Assistant Administrative. Rows include High Org. - Department (8000), Low Org. - Division (8529), Number of Positions (1), Pay Grade (06P), and Step 01-09 (Annual) with corresponding salaries.

POLICY

Table with 2 columns: Milwaukee County Code of General Ordinances: 17.05 (1)

**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. XX-XXX. This process is in accordance with Chapter 17.05 (1) of the Milwaukee County General Ordinances.

Related File No's:	
Associated File No's (Including Transfer Packets):	
Previous Action Date(s):	

**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
- 3C: Dismantle barriers to diverse and inclusive communities

**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.

**TERMS****VIRTUAL MEETING INVITES**

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**PREPARED BY:**

Dean Legler, Director of Compensation/HRIS, Department of Human Resources

**APPROVED BY:**

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

**ATTACHMENTS:**

## Job Evaluation Questionnaire (JEQ)

cc: David Crowley, County Executive  
Mary Jo Meyers, Chief of Staff, Milwaukee County Executive's Office  
Margo Franklin, Chief Human Resources Officer, Department of Human Resources  
Kelly Bablitch, Chief of Staff, Milwaukee County Board of Supervisors  
Janelle M. Jensen, Legislative Services Division Manager, Office of the County Clerk  
Shakita LaGrant, Executive Director, Department of Health and Human Services  
Lisa Ruiz Garcia, HR Manager, Department of Human Resources  
Peggy Schneider, HR Business Partner, Department of Human Resources