



Milwaukee County
Department of Human Resources
INTER-OFFICE COMMUNICATION

22-141

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, Document Examiner position (pay grade 05P) in the Milwaukee County Register of Deeds.

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:

Recommended Title	Document Examiner
High Org. - Department	340 – Register of Deeds
Low Org. - Division	3410 – Administration
Number of Positions	01
Pay Grade	05P
Step 01 (Annual)	\$35,568.00
Step 02 (Annual)	\$36,836.80
Step 03 (Annual)	\$38,084.80
Step 04 (Annual)	\$39,353.60
Step 05 (Annual)	\$40,601.60
Step 06 (Annual)	\$41,849.60
Step 07 (Annual)	\$43,118.40
Step 08 (Annual)	\$44,366.40
Step 09 (Annual)	\$45,614.40

POLICY

Milwaukee County Code of General Ordinances:	17.05 (1)
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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. 22-103. This process is in accordance with Chapter 17.05 (1) of the Milwaukee County General Ordinances.

Related File No's:	22-103
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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:

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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
Israel Ramon, Register of Deeds, Register of Deeds
Larry Eckert, Deputy Register Deeds, Register of Deeds
Sarah Zaug, HR Manager, Department of Human Resources