

From the Director of Compensation/Human Resources Information Systems, Department of Human Resources, requesting approval of the classification of one, Full Time Equivalent, Clerical Assistant 1 position (pay grade 03Z1) in the Milwaukee County District Attorney’s Office, by recommending adoption of the following:

A RESOLUTION

WHEREAS, the Director of Compensation/Human Resources Information Systems, Department of Human Resources (DHR), is requesting approval of the classification of one Clerical Assistant position; and

WHEREAS, the request to create the position is being reviewed separately by the Committee on Finance as part of File No. 22-768; and

WHEREAS, DHR is responsible for assessing the duties associated with the position, and providing a job title and compensation recommendation to the Committee on Personnel; and

WHEREAS, the Committee on Personnel, at its meeting of July 12, 2022, recommended adoption of File No. 22-796 (vote 4-0); now, therefore,

BE IT RESOLVED, the Milwaukee County Board of Supervisors hereby approves the classification recommendation for the position as outlined in the memo hereto attached to this file and as summarized below:

Recommended Title	Clerical Assistant 1
High Org. - Department	4500 – District Attorney
Low Org. - Division	4501 – District Attorney General
Number of Positions	1
Pay Grade	03Z1
Step 01 (Annual)	\$31,969.60
Step 02 (Annual)	\$32,656.00
Step 03 (Annual)	\$33,779.20
Step 04 (Annual)	\$34,881.60
Step 05 (Annual)	\$35,984.00
Step 06 (Annual)	\$37,107.20
Step 07 (Annual)	\$38,230.40
Step 08 (Annual)	\$39,353.60
Step 09 (Annual)	\$40,456.00