



Milwaukee County
Department of Human Resources
INTER-OFFICE COMMUNICATION

XX-XXX

Date: Thursday, August 11, 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, Park Unit Coordinator 2 position (pay grade 24M) in the Milwaukee County Department of Parks, Recreation, and Culture.

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	Park Unit Coordinator 2
High Org. - Department	9000 – Parks, Recreation, and Culture
Low Org. - Division	9010 – Administration
Number of Positions	1
Pay Grade	24M
Step 01 (Annual)	\$53,102.40
Step 02 (Annual)	\$55,120.00
Step 03 (Annual)	\$57,137.60
Step 04 (Annual)	\$59,176.00
Step 05 (Annual)	\$61,859.20

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

Related File No's:	XX-XXX
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

Margo.Franklin@milwaukeecountywi.gov
Dean.Legler@milwaukeecountywi.gov
Guy.Smith@milwaukeecountywi.gov
James.Tarantino@milwaukeecountywi.gov

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:

Resolution
Fiscal Note
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
Guy Smith, Director, Department of Parks, Recreation, and Culture.
James Tarantino, Deputy Director, Department of Parks, Recreation, and Culture.
Lisa Ruiz Garcia, HR Manager, Department of Human Resources
Ermira Hayes, HR Business Partner, Department of Human Resources