

DAS-FMD requests to abolish 1.0 FTE Writer-Specification, Pay Grade 28A, and create 1.0 FTE Project Assistant, Pay Grade 20, by recommending adoption of the following:

**A RESOLUTION**

WHEREAS, the Architecture, Engineering, and Environmental Services (AE&ES) Section, Facilities Management Division (FMD), Department of Administrative Services (DAS), seeks to abolish 1.0 Full-Time Equivalent (FTE) Writer-Specification position, Pay Grade 28A, and to create 1.0 FTE Project Assistant position, Pay Grade 20, as the new Project Assistant position will incorporate the responsibilities of the former Writer-Specification position, plus provide additional project management support within AE&ES, FMD-DAS; and

WHEREAS, the Office of Strategy, Budget, and Performance has reviewed this request and has submitted a report included in this file; and

WHEREAS, 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 (Personnel); and

WHEREAS, Personnel, at its meeting of September 6, 2022, recommended adoption of File No. 22-975 (vote 5-0); now, therefore,

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

Recommended Title	Project Assistant
Agency (Department)	115
Org. (Low Org)	5740
Number of Positions	1.0
Pay Grade	20
Step 1 (Annual)	\$47,049.60
Step 2 (Annual)	\$48,880.00
Step 3 (Annual)	\$50,814.40
Step 4 (Annual)	\$52,894.40
Step 5 (Annual)	\$54,620.80

; and

BE IT FURTHER RESOLVED, the County Board hereby authorizes and approves the following position actions for the Architecture, Engineering and Environmental Services Section, Facilities Management Division, Department of Administrative Services, effective Pay Period 22, beginning October 24, 2022:

37

<b>Action</b>	<b>Title</b>	<b>Number of Positions</b>	<b>Pay Grade</b>
Abolish	Writer-Specification	1.0	28A
Create	Project Assistant	1.0	20

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