



*Milwaukee County*  
**Department of Human Resources**  
INTER-OFFICE COMMUNICATION

22-1067

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Date: Wednesday, October 27, 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, Clerical Specialist position (pay grade 05P) in the Milwaukee County Department of Combined Court Related Operations.

File Type: Action Report

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**REQUEST**

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

Recommended Title	Clerical Specialist
High Org. - Department	200 – Combined Court Related Operations
Low Org. - Division	2690 – Register in Probate
Number of Positions	1
Pay Grade	05P
Step 1 (Annual)	\$37,024.00
Step 2 (Annual)	\$38,355.20
Step 3 (Annual)	\$39,644.80
Step 4 (Annual)	\$40,955.20
Step 5 (Annual)	\$42,265.60
Step 6 (Annual)	\$43,576.00
Step 7 (Annual)	\$44,886.40
Step 8 (Annual)	\$46,176.00
Step 9 (Annual)	\$47,465.60

**POLICY**

Milwaukee County Code of General Ordinances:	<a href="#">17.05 (1)</a>
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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. 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  
George Christenson, County Clerk, Office of the County Clerk  
Kellee Wilbourn, Human Resources Manager, Department of Human Resources