



Milwaukee County
Department of Human Resources
INTER-OFFICE COMMUNICATION

XX-XXXX

Date: Thursday, March 16, 2023

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, Sr Accountant position (pay grade 28M) in the Milwaukee County Comptroller's Office

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	Sr Accountant
High Org. - Department	370 – Office of the Comptroller
Low Org. - Division	3741 – Audit Services
Number of Positions	1
Pay Grade	28M
Min (Annual)	\$63,107.20
Max (Annual)	\$73,299.20

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:	
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
 Scott Manske, Comptroller
 Jennifer Folliard, Audits Director, Office of the Comptroller
 Sarah Zaug, HR Manager, Department of Human Resources
 MaryBeth Buechel, HR Business Partner, Department of Human Resources