



Milwaukee County

XX-XXX

Department of Human Resources

INTER-OFFICE COMMUNICATION

Date: Friday, April 21, 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, Project Assistant position (pay grade 20) in the Milwaukee County Department of Administrative Services.
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:

Table with 2 columns: Recommended Title, High Org. - Department, Low Org. - Division, Number of Positions, Pay Grade, Min (Annual), Max (Annual). Values include Project Assistant, 115 - Department of Administrative Services, 5740 - Arch/Eng Services, 1, 20, \$48,984.00, \$56,846.40.

POLICY

Table with 2 columns: Milwaukee County Code of General Ordinances: 17.05 (1)

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

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
Aaron.Hertzberg@milwaukeecountywi.gov
Stuart.Carron@milwaukeecountywi.gov
Sean.Hayes@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:

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
 Aaron Hertzberg, Director, Administrative Services
 Sarah Zaug, HR Manager, Department of Human Resources
 MaryBeth Buechel, HR Business Partner, Department of Human Resources