

A Request from the Director, Department of Administrative Services (DAS), regarding Authorization DAS-FMD to abolish 1.0 FTE Administrative Assistant, Pay Grade 06P, 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 one Full-Time Equivalent (FTE) Administrative Assistant position, Pay Grade 06P, and create one FTE Project Assistant position, Pay Grade 20, as the new Project Assistant position will incorporate the responsibilities of the former Administrative Assistant, plus provide additional project management support within the AE&ES, FMD-DAS; and

WHEREAS, the Office of Strategy, Budget, and Performance has reviewed this request with respect to need, appropriateness, and funding availability, as required by Section 59.60(10), Wisconsin State Statutes, 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 May 9, 2023, recommended adoption of File No. 23-528 (vote 4-0); 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
Annual Minimum	\$48,967
Annual Maximum	\$56,837

; and

BE IT FURTHER RESOLVED, the County Board hereby authorizes and approves the following position actions for the Department of Administrative Services effective upon hire date:

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<b>Action</b>	<b>Title</b>	<b>Number of Positions</b>	<b>Pay Grade</b>
Abolish	Administrative Assistant	1.0	06P
Create	Project Assistant	1.0	20

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