



GEORGE L. CHRISTENSON
MILWAUKEE COUNTY CLERK

Date: Friday, February 16, 2024

To: Marcelia Nicholson, Chairwoman, Milwaukee County Board of Supervisors

From: George Christenson, Milwaukee County Clerk

Subject: From the Milwaukee County Clerk, requesting the creation of 1.0 Administrative Secretary Legislative Assistant III position in the Office of the County Clerk, beginning March 31, 2024, and authorizing the transfer of \$43,718 from Agency 194-1945 – Appropriation for Contingencies to Agency 327 - County Clerk for salary costs to provide additional capacity to serve the Milwaukee County Board of Supervisors

File Type: Action Report

The County Clerk is an independently elected Constitutional Officer and, among other duties, administers and records the proceedings of the County Board of Supervisors, maintains all legislative files, staffs County Board meetings and committees, staffs individual Supervisory district offices, and administers changes to the Milwaukee Code of General Ordinances.

The 2024 Adopted Budget transferred five (5) positions of Legislative Assistant from Agency 100 – County Board of Supervisors to Agency 327 – County Clerk to better align legislative support services with other existing County Board support services.

Having conducted an analysis of the workflow and capacity of Legislative Assistant staff, as well as surveyed County Board Supervisors and other stakeholders, the Clerk's Office recommends that an additional Legislative Assistant position is needed to ensure adequate level of support to all Supervisory district offices. To that end we ask that the Milwaukee County Board of Supervisors authorizes the creation of 1.0 Administrative Secretary Legislative Assistant III in the County Clerk's Office, effective pay period 7, beginning March 31, 2024.

Funds for 2024 to cover the cost of the position are requested to be provided through an allocation of \$43,718 from Agency 194-1945 – Appropriation for Contingencies to the appropriate salary and social security accounts in Agency 327 - County Clerk to fund the position for the remainder of 2024. The position is assigned to pay grade NR18 (\$42,973 to \$64,438) and is being budgeted at the midpoint (\$53,706) in the pay range. The 2024 partial year cost for the position is \$43,718, which includes \$40,611 in salary and \$3,107 in social security costs. This is for March 31 through December 31, 2024.

There are no budgetary impacts to the County Clerk's Office for 2024 if funding is provided through the Appropriation for Contingencies. For 2025, the full-year cost of the position is expected to be \$57,816. This assumes the position is budgeted at the midpoint in pay grade NR18. Funds for 2025 will be addressed in the 2025 Adopted Budget.