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A report from the Director, Department of Health and Human Services, requesting the creation of 1.0 FTE Credentialing Specialist and abolishment of 1.0 FTE Office Support Assistant II within DHHS Contract Administration, by recommending adoption of the following:

A RESOLUTION

WHEREAS, the Credentialing Specialist position will provide impaneling and onboarding of direct and indirect service providers (caregivers) including, but not limited to, receipt of provider agency add/drop requests, review and approval of three-part State of Wisconsin Department of Health Services Caregiver Background Checks, and impaneling within the Avatar NX Electronic Medical Records system; and

WHEREAS, timely processing and approval of provider agency credentialing material ensures availability of critical provider resources and clinical staff; and

WHEREAS, the Department of Human Resources has reviewed this request to determine the appropriate classification (Credentialing Specialist) and pay grade (NR17), and has submitted a report included in this file; and

WHEREAS, the Office of Strategy, Budget, and Performance has reviewed this request with respect to need, appropriateness, and funding availability as required per Section 59.60(10), Wisconsin State Statutes, and has submitted a report included in this file; and

WHEREAS, the Committee on Personnel, at its meeting of May 7, 2024, recommended adoption of File No. 24-425 (vote 4-0); now, therefore,

BE IT RESOLVED, the Milwaukee County Board of Supervisors (County Board) hereby approves the classification and pay recommendation for the position, as outlined in the report hereto attached to this file and summarized below:

Recommended Title	Credentialing Specialist
Agency (Department)	800 – Department of Health and Human Services (DHHS)
Org. (Low Org)	8211
Number of Positions	1
Pay Grade	NR17
Annual Range	\$40,539 - \$60,819

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BE IT FURTHER RESOLVED, the County Board hereby authorizes and approves the following position action for DHHS effective Pay Period 12, beginning May 27, 2024:

Action	Title	Number of Positions	Pay Grade
Abolish	Office Support Assistant II	1	02Z1
Create	Credentialing Specialist	1	NR17

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