COUNTY OF MILWAUKEE

Interoffice Memorandum

DATE:

March 5, 2012

TO:

Supervisor Joe Sanfelippo, Chairman, Committee on Personnel

FROM:

Rick Ceschin, Research Analyst

SUBJECT:

Request by the Director, Department of Human Resources: To reclassify one

Office Support Assistant II (NR) to Clerical Assistant I (NR)

In accordance with Chapters 1 and 17 of the Milwaukee County Code of General Ordinances, County Board staff must review requests to reclassify positions authorized in the Department of Human Resources and file an informational report with the Committee on Personnel.

The Director, Department of Human Resources has requested that one position of Office Support Assistant II (NR), Pay Range 2PM, be reclassified as Clerical Assistant I (NR), Pay Range 3PM. The Director indicates that the incumbent has been performing duties beyond the position's classification for a substantial period of time due to vacancies within the department.

Fiscal Effect

The requested reclassification will increase position costs at the top step by a total of \$1,662 for 2012, or \$2,058 annualized. The associated pay grades are shown in the table on the following page.

Grade	Level	Hourly	Bi-weekly	Annual	Annual difference in steps from 02PM to 03PM
02PM	01	12.2912	\$ 983.30	\$ 25,565.70	
02PM	02	12.7248	\$ 1,017.98	\$ 26,467.58	
02PM	03	13.1587	\$ 1,052.70	\$ 27,370.10	
02PM	04	13.5925	\$ 1,087.40	\$ 28,272.40	
02PM	05	14.0263	\$ 1,122.10	\$ 29,174.70	
02PM	06	14.4605	\$ 1,156.84	\$ 30,077.84	
02PM	07	14.8940	\$ 1,191.52	\$ 30,979.52	
02PM	_08	15.3277	\$ 1,226.22	\$ 31,881.62	
02PM	09	15.7617	\$ 1,260.94	\$ 32,784.34	
03PM	01	13.0629	\$ 1,045.03	\$ 27,170.83	\$ 1,605.14
03PM	02	13.5239	\$ 1,081.91	\$ 28,129.71	\$ 1,662.13
03PM	03	13.9848	\$ 1,118.78	\$ 29,088.38	\$ 1,718.29
03PM	04	14.4459	\$ 1,155.67	\$ 30,047.47	\$ 1,775.07
03PM	05	14.9070	\$ 1,192.56	\$ 31,006.56	\$ 1,831.86
03PM	06	15.3680	\$ 1,229.44	\$ 31,965.44	\$ 1,887.60
03PM	07	15.8291	\$ 1,266.33	\$ 32,924.53	\$ 1,945.01
03PM	08	16.2900	\$ 1,303.20	\$ 33,883.20	\$ 2,001.58
03PM	09	16.7512	\$ 1,340.10	\$ 34 <u>,</u> 842.50	\$ 2,058.16

Recommendation

Based on this review, staff recommends that the request to reclassify one position of Office Support Assistant II (NR), Pay Range 2PM, as Clerical Assistant I (NR), Pay Range 3PM be accepted by the Committee.

Cc: K. Mitchell J. Mapp