

**COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION**

DATE: October 27, 2015

TO: Supervisor Theodore Lipscombe, Chairman, Milwaukee County Board

FROM: Jim Sullivan, Director, Department of Child Support Services

SUBJECT: Request for Extension of Temporary Assignment to a Higher Classification (TAHC) for Mary Harrington

POLICY

Chapter 17.085 of the Milwaukee County Code of General Ordinances requires that an extension of temporary assignment beyond 180 days be approved by the Milwaukee County Board of Supervisors.

Background:

The Department of Child Support Services (CSS) is requesting an extension of Ms. Mary Harrington's temporary assignment to the position of Paralegal. The incumbent to the position of Paralegal, Mr. David Sabel, is currently TAHC'd into the position of Child Support Supervisor due to the resignation of that position's incumbent, Cleshette Nash.

As a result of applying for a new Federal Grant, finishing up our existing Grant and completing the Budget process, the department had limited time to complete the hiring process for an additional paralegal.

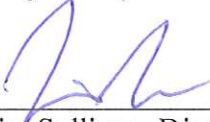
Accordingly, CSS is in need of Mary Harrington's continued assignment into the position of Paralegal while Mr. David Sabel continues his temporary assignment into the position of Child Support Supervisor. This position will be move forward in the recruitment process as soon as possible.

The Paralegal position is responsible for assisting the Child Support Attorneys in processing participant requests to initiate actions to establish child support obligations and modify current orders. The duties and responsibilities of this position are critical to the day to day operation of CSS.

RECOMMENDATION

The CSS Director recommends the Temporary Assignment to a Higher Classification of Ms. Mary Harrington be granted for an additional 90 days.

Prepared by: Lori T. Brown, HR Business Partner



Jim Sullivan, Director

Cc: County Executive Chris Abele
Raisa Koltun, Chief of Staff, Office of the County Executive
Kelly Bablitch, Chief of Staff, County Board
Supervisor Willie Johnson, Co-Chair, Committee on Finance, Personnel & Audit
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Michael Blickhahn, Director of Compensation/HRIS, Dept. of HR
Agnes Marcinowski, Manager Operations Child Support, CSS