

COUNTY OF MILWAUKEE
Department of Human Resources
INTER-OFFICE COMMUNICATION

DATE : 12/22/2016

To : Committee on Personnel

FROM : Michael Blickhahn, Director Compensation and HRIS

SUBJECT : **Position Creation Under Consideration by the Committee**

A review of the duties to be assigned to the new position requested by the department resulted in the following recommendation:

Recommended Title	Administrative Assistant
Department	Department of Administrative Services-IMSD
Org. Unit	1160
Title Code	00000041
Number of Positions	1
Pay Grade	06P
Bottom Step \$(Annual)	\$36,347.83
Top Step \$(Annual)	\$46,610.66

cc: Chris Abele – County Executive
Raisa Koltun – Chief of Staff, Office of the County Executive
Supervisor James “Luigi” Schmitt – Chairperson, Committee on Personnel
Supervisor John F. Weishan, Jr – Vice Chairperson, Committee on Personnel
Kelly Bablitch – Chief of Staff, Milwaukee County Board of Supervisors
Steve Cady – Director of Research and Policy, Research Services Division, Office of the Comptroller
Shanin R. Brown – Committee Coordinator, Committee on Personnel
Scott Manske – Milwaukee County Comptroller
Steve Kreklow – Director of Performance, Strategy and Budget, Department of Administrative Services
Kerry Mitchell – Chief Human Resources Officer