

From the Director of Compensation/Human Resources Information System, Department of Human Resources, requesting approval of the classification for an Administrative Assistant (title code 00000041, pay grade 06P) position in the Information Management Services Division, Department of Administrative Services, by recommending adoption of the following:

A RESOLUTION

WHEREAS, the Department of Human Resources (DHR) has received a request for the creation of one Administrative Assistant position; and

WHEREAS, the request to create the position is being reviewed separately as part of File No. 17-101; and

WHEREAS, the DHR is responsible for assessing the duties associated with the position and providing a job title and compensation recommendation to the Committee on Personnel; and

WHEREAS, the Committee on Personnel, at its meeting of March 10, 2017, recommended adoption of File No. 17-124 (vote 4-0); now, therefore,

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

Recommended Title	Administrative Assistant
Department	Information Management Services Division, Department of Administrative Services
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