

From the Director of Compensation/Human Resources Information System, Department of Human Resources, requesting approval of the classification for an Office Assistant III (title code 00001390, pay grade 12) position in the Department of Parks, Recreation, and Culture, by recommending adoption of the following:

A RESOLUTION

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

WHEREAS, the request to create the position is being reviewed separately as part of File No. 17-129; 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. 17-139 (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	Office Assistant III
Department	Department of Parks, Recreation, and Culture
Org. Unit	9000
Title Code	00001390
Number of Positions	1
Pay Grade	12
Bottom Step \$(Annual)	\$34,440.73
Top Step \$(Annual)	\$38,808.29