

**COUNTY OF MILWAUKEE**  
**Department of Human Resources**  
INTER-OFFICE COMMUNICATION

DATE: 08/31/2017

TO: Theodore Lipscomb, Sr., Chairman, County Board of Supervisors

FROM: Kerry Mitchell, Chief Human Resources Officer

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	Paralegal
Department	Milwaukee County Office of Corporation Counsel
Org. Unit	1130
Title Code	00059900
Number of Positions	1
Pay Grade	24M
Bottom Step \$(Annual)	\$49,510.27
Top Step \$(Annual)	\$57,679.23

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  
Janelle Jenson – Senior Committee Coordinator  
Shanin R. Brown – Committee Coordinator, Committee on Personnel  
Scott Manske – Milwaukee County Comptroller  
Steve Cady – Director of Research and Policy, Research Services Division, Office of the Comptroller  
Steve Kreklow – Director of Performance, Strategy and Budget, Department of Administrative Services  
Kerry Mitchell – Chief Human Resources Officer