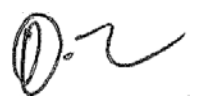


**COUNTY OF MILWAUKEE**  
**Department of Human Resources**  
 INTER-OFFICE COMMUNICATION

**DATE** : February 19, 2021

**To** : Marcelia Nicholson, Chairwoman, Board of Supervisors

**FROM** : Dean Legler, Director Compensation and HRIS, Department of Human Resources



**SUBJECT** : **Cover Memo Requesting Approval to Reconcile the Grades of 2 Positions Created in 2021 Budget (DHHS - Unit Therapist, Location 800, Dept 7931- Elderly Services; and Parks - Contract Management Assistant, Location 900, Dept 9010 - Administration)**

**Request:**

This submittal includes a resolution and accompanying fiscal note in support of a request to reconcile the grades for two (2) positions that were created with grade conflicts in the 2021 Budget.

**Background:**

The first position in question was created in DHHS, it is a Unit Therapist (Location 800, Dept 7931- Elderly Services). It was created in a grade 33JM and should be a grade 27.

**Unit Therapist Budget-Referenced Grade**

33JM - NR	01	\$30.62	\$63,690
33JM - NR	02	\$31.98	\$66,522
33JM - NR	03	\$33.52	\$69,727
33JM - NR	04	\$35.03	\$72,864
33JM - NR	05	\$36.57	\$76,066
33JM - NR	06	\$38.08	\$79,211
33JM - NR	07	\$39.92	\$83,027
33JM - NR	08	\$41.75	\$86,844

**Unit Therapist Appropriate Grade**

27 - DC	01	\$28.15	\$58,559
27 - DC	02	\$29.43	\$61,209
27 - DC	03	\$30.70	\$63,866
27 - DC	04	\$32.17	\$66,906
27 - DC	05	\$33.60	\$69,881

The second position in question was created in Parks, it is a Contract Management Assistant and (Location 900, Dept 9010 – Administration). It was created in a grade A018 and should be a grade 19.

**Contract Management Assistant Budget-Referenced Grade**

A018	Min	\$17.91	\$37,253
A018	Mid	\$21.49	\$44,699
A018	Max	\$25.07	\$52,146

**Contract Management Assistant Budget-Referenced Grade**

19 - DC	01	\$21.33	\$44,368
19 - DC	02	\$21.95	\$45,653
19 - DC	03	\$22.80	\$47,420
19 - DC	04	\$23.71	\$49,312
19 - DC	05	\$24.68	\$51,325

**Recommendation:**

Change the grades as reflected above to properly align the positions with current county practice and preserve consistency.

**Fiscal Effect:**

There is grade overlap in each situation and the maximum rate of each appropriate grade is beneath the maximum rate of the incorrect grade referenced in the budget. As a result, there is no actual negative budget impact.

Copy:

Kelly Bablitch, Chief of Staff, Milwaukee County Board of Supervisors  
 Supervisor Eddie Cullen, Chairman, Committee on Personnel  
 Sherri Jordan, Department of Administrative Services (DAS)  
 Joe Lamers, Director, Office of Performance, Strategy and Budget, DAS  
 Dan Laurila, Operating Budget Manager, DAS-PSB  
 Margo Franklin, Chief Human Resources  
 Guy Smith, Executive Director Parks  
 Jen Francis, Deputy Director, Parks  
 Mira Hayes, HRBP  
 Peggy Schneider, HRBP