


COUNTY OF MILWAUKEE
Department of Human Resources
INTER-OFFICE COMMUNICATION

DATE : March 8, 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, 8911 - Delinquency Serv Admin; 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, 8911 - Delinquency Serv Admin). 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
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 Sherri Jordan, Department of Administrative Services (DAS)
 Joe Lamers, Director, Office of Performance, Strategy and Budget, DAS
 Dan Laurila, Operating Budget Manager, DAS-PSB
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