

**COUNTY OF MILWAUKEE**  
INTEROFFICE COMMUNICATION

DATE: March 22, 2021  
 TO: Marcelia Nicholson, Chairwoman, County Board of Supervisors  
 FROM: Cassandra Libal, Director, Office of Emergency Management  
 SUBJECT: From the Director of the Office of Emergency Management (OEM), requesting authorization to reallocate one (1) OEM Administrative Assistant position to one (1) Executive Assistant - ACTION

**REQUEST**

The Director of the Office of Emergency Management (OEM) is requesting adoption of a resolution which will abolish one FTE Administrative Assistant position and create one FTE Executive Assistant-OEM position to provide a higher administrative support to the OEM Direction and the four OEM Division Directors.

**BACKGROUND**

The position of Administrative Assistant that has been identified for abolishment is currently vacant. The OEM Director has identified a need for a higher level of administrative support to manage unique projects, assist in the management, compliance, and tracking of grants, and establish and maintain department performance metrics. The Executive Assistant-OEM will also ensure the OEM Director and Division Directors are aware of developing issues, compose and edit documents and manage calendars. Refer to the attached JEQ for a complete list of the duties and responsibilities. The creation of this position will also be in alignment with other Director level support positions within the County.

**RECOMMENDATION**

The Director of The Office of Emergency Management recommends the abolishment of the Administrative Assistant position and the creation of an Executive Assistant-OEM to provide the higher level of support needed for the OEM Department.

**FISCAL IMPACT**

In 2020, the Administrative Assistant position was budgeted in pay grade 06P-DC at \$41,234 for salary and Social Security. This position was recruited for in 2020, however was never filled. The Executive Assistant-OEM position has been priced in the 25M-NR paygrade; \$53,485 to \$60,796 annually.

| <b>Action</b> | <b>Title</b>             | <b>Pay Grade</b> | <b>Annual Salary Range</b> |
|---------------|--------------------------|------------------|----------------------------|
| Abolish       | Administrative Assistant | 06P-DC           | \$38,198 - \$48,983        |
| Create        | Executive Assistant      | 25M-NR           | \$53,485 - \$60,796        |

RECOMENDATION

The Director of the Office of Emergency Management recommends that the Administrative Assistant position be abolished, and the Executive Assistant-OEM position be created in the Office of Emergency Management.

*Cassandra Libal*

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Cassandra Libal  
Director, Office of Emergency Management

Attachments: Job Evaluation Questionnaire

CC: David Crowley, County Executive  
Mary Jo Meyers, Chief of Staff, Office of the County Executive  
Supervisor Jason Haas, Chair, Committee on Finance & Audit  
Supervisor Eddie Cullen, Chair, Committee on Personnel  
Finance & Audit Committee Members  
Personnel Committee Members  
Kelly Bablitch, Chief of Staff, County Board of Supervisors  
Joseph Lamers, Director, DAS-Performance, Strategy and Budget (DAS-PSB)  
Sharon Blume, Analyst/Fiscal & Budget, DAS-CBO  
Lindsey Peterson, Sr. Budget & Management Analyst, DAS-PSB  
Steve Cady, Research & Policy Director, Office of the Comptroller  
Janelle Jensen, Manager, Legislative Services Division  
Shanin Brown, Committee Coordinator, Finance & Audit and Personnel Committees