

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31

From the Director, Office of Emergency Management (OEM) requesting to abolish one (1.0) FTE Administrative Assistant and Create one (1.0) FTE Executive Assistant, by recommending adoption of the following:

**A RESOLUTION**

WHEREAS, the Office of Emergency Management (OEM) budgeted for the position of Administrative Assistant in 2021; and

WHEREAS, this position is currently vacant, and it has been determined that OEM requires a more advanced level of administrative support; and

WHEREAS, the Director, OEM, has identified a need for a position that can assist the Director, OEM, in the performance of their duties, which includes oversight and assistance to the leaders of the department’s four divisions; and

WHEREAS, the additional cost of the salary and social security for the newly created Executive Assistant position in 2021 is expected to be funded by the abolishment of the Administrative Assistant position, and additional savings from a position hired below the 2021 budgeted salary amount; and

WHEREAS, the Committee on Finance, at its meeting of April 15, 2021, recommended adoption of File No. 21-236 (vote 6-0); now, therefore,

BE IT RESOLVED, the Milwaukee County Board of Supervisors hereby authorizes and approves the abolishment of one Administrative Assistant position, and the creation of one Executive Assistant position in the Office of Emergency Management:

Action	Title	Number of Positions	Title Code	Pay Grade	Annual Salary Range
Abolish	Administrative Assistant	1.0	00001001	06P	(\$38,198-\$48,983)
Create	Executive Assistant	1.0	To Be Determined	25M	(\$53,485-\$60,796)

32  
33  
34  
35  
36