



*Milwaukee County*  
**Department of Human Resources**  
INTER-OFFICE COMMUNICATION

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Date: August 20, 2021

To: Marcelia Nicholson, Chairwoman, Milwaukee County Board of Supervisors

From: Dean Legler, Director of Compensation/HRIS, Department of Human Resources

Subject: From the Director of Compensation/Human Resources Information Systems, Department of Human Resources, requesting approval of the classification of two, Full Time Equivalent, Housing Prog Asst Rent Asst NM positions (pay grade 16Z3) in the Milwaukee County Department of Health and Human Services (DHHS)

File Type: Action Report

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**REQUEST**

A review of the duties to be assigned to the new position requested by the department resulted in the following recommendation:

Recommended Title	Housing Prog Asst Rent Asst NM
High Org. - Department	8000
Low Org. - Division	8525
Number of Positions	02
Pay Grade	16Z3
Step 01 (Annual)	\$40,123.20
Step 02 (Annual)	\$41,204.80
Step 03 (Annual)	\$42,286.40
Step 04 (Annual)	\$43,596.80
Step 05 (Annual)	\$44,824.00
Step 06 (Annual)	\$46,113.60
Step 07 (Annual)	\$47,902.40

**POLICY**

Milwaukee County Code of General Ordinances:	<a href="#">17.05 (1)</a>
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**BACKGROUND**

The Department of Human Resources is responsible for assessing the duties associated with the position and providing a job title and compensation recommendation to the Committee on Personnel. The request to create the position is being reviewed

separately by the Committee on Finance as part of File No. XX-XX (TBD). This process is in accordance with Chapter 17.05 (1) of the Milwaukee County General Ordinances.

Related File No's:	TBD
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### **ALIGNMENT TO STRATEGIC PLAN**

Describe how the item aligns to the objectives in the [strategic plan](#):

- 1A: Reflect the full diversity of the County at every level of County government
- 1B: Create and nurture an inclusive culture across County government
- 1C: Increase the number of County contracts awarded to minority and women-owned businesses
- 2A: Determine what, where, and how we deliver services to advance health equity
- 2B: Break down silos across County government to maximize access to and quality of services offered
- 2C: Apply a racial equity lens to all decisions
- 3A: Invest “upstream” to address root causes of health disparities
- 3B: Enhance the County’s fiscal health and sustainability
- 3C: Dismantle barriers to diverse and inclusive communities

*These roles will assist DHHS in helping to establish/maintain housing access.*

### **FISCAL EFFECT**

The Department of Human Resources requests the approval of the classification recommendation. The Department of Human Resources is responsible for assessing the duties associated with the position and providing a job title and compensation recommendation.

### **TERMS**

[Include specific term start and end dates, renewal options, automatic renewals, and termination clauses]

### **VIRTUAL MEETING INVITES**

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### **PREPARED BY:**

Dean Legler, Director of Compensation/HRIS, Department of Human Resources  
 Bridget Morstad, Lead Compensation Analyst, Department of Human Resources  
 Talisa Minifield, Specialist HR Systems/Compensation, Department of Human Resources

### **APPROVED BY:**

Margo Franklin, Chief Human Resources Officer, Department of Human Resources

**ATTACHMENTS:**

Resolution

Fiscal Note

cc: Mary Jo Meyers, Chief of Staff, Milwaukee County Executive's Office  
Supervisor Eddie Cullen, Chairman, Committee on Personnel  
Joe Lamers, Director, Office of Performance, Strategy and Budget, DAS  
Dan Laurila, Operating Budget Manager, DAS-PSB  
Margo Franklin, Chief Human Resources Officer, Department of Human Resources  
Steve Cady, Research & Policy Director, Office of the Comptroller  
Shakita LaGrant, Director, Department of Health and Human Services  
Jim Mathy, DHHS Housing Director, Department of Health & Human Services  
Lisa Ruiz Garcia, HR Manager  
Peter German, HRBP