



Milwaukee County

Legislation Text

File #: 12-881, **Version:** 1

From Director, Department of Human Resources, requesting authorization to extend the Temporary Assignment to a Higher Classification (TAHC) for Ms. Teri Jenkins who previously served in the position of Quality Management Administrative Assistant in the Behavioral Health Division, Department of Health and Human Services, until the incumbent's Personnel Review Board (PRB) hearing has been held and a decision has made.

Teri Jenkins has been serving in a TAHC for the position of Quality Management Administrative Assistant since April 1, 2012, per the approval of the Director of Human Resources at that time. The position is responsible for scheduling and oversight of the 24/7 Admissions Department in PCS, the BHD Psychiatric Emergency Room. The Admissions Department is responsible for recording critical client demographic and fiscal information in the Medical Record. Seamless operation in the position is critical at the present time because the Admissions Department is scheduled to "go live" on the new BHD Emergency Medical Record system on December 1.