



# CITY OF MILWAUKEE MUNICIPAL COURT

**Phillip M. Chavez, Presiding Judge**  
Branch 3

**Valarie A. Hill, Judge**  
Branch 1

**Derek C. Mosley, Judge**  
Branch 2

**Sheldyn M. Himle**  
Chief Court Administrator

**Jane E.T. Islo**  
Assistant Court Administrator

May 26, 2015

Mr. James Owczarski, City Clerk  
Finance & Personnel Committee  
City Hall, Room 205  
200 E. Wells St.  
Milwaukee, WI 53202

RE: Communication File with Changes to the 2015 Positions Ordinance

Dear Mr. Owczarski:

The Municipal Court is submitting this communication for introduction at the June 17, 2015, meeting of the Finance & Personnel Committee. This file reflects the functional sections of staff within the Court as well as the impact that recent reclassifications have had on these sections.

Therefore, the Court requests the 2015 Positions Ordinance be amended as follows:

- Create new **Court Services** section and move the following positions from Management and Administration:

<u>Position Title</u>	<u>Number</u>
Court Services Assistant IV	2
Court Services Assistant IV (A)	1
Court Services Assistant III	8

- Create new **Information Technology** section and move the following positions from Management and Administration:

<u>Position Title</u>	<u>Number</u>
IT Support Specialist – Sr.	2
Programmer Analyst	1

- Move the Management Accounting Specialist from Cash Control and Accounting to Management and Administration

As a result, the Municipal Court would be listed in the 2015 Positions Ordinance as follows:



**MUNICIPAL COURT**

Courtroom Proceedings

Municipal Judge	3
Municipal Court Commissioner	5
Municipal Court Clerk II	1
Municipal Court Clerk 1	8

Management and Administration

Chief Court Administrator	1
Assistant Court Administrator	1
Network Manager	1
Management Accounting Specialist	1
Administrative Services Supervisor	1
Legal Office Assistant IV	1
Administrative Assistant III	1

Cash Control and Accounting

Accounting Assistant III	1
Accounting Assistant II	4

Court Services

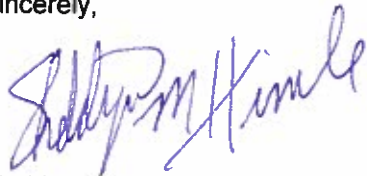
Court Services Assistant IV	2
Court Services Assistant IV (A)	1
Court Services Assistant III	8

Information Technology

IT Support Specialist – Sr.	2
Programmer Analyst	1

Please do not hesitate to contact me or Jane Islo, Assistant Court Administrator, should you have any questions or concerns.

Sincerely,



Sheldyn M. Himle  
Chief Court Administrator

C: Eric Pearson, Budget Office  
Phillip M. Chavez, Presiding  
Jane E.T. Islo