



Department of Administration
Budget and Management Division

Tom Barrett
Mayor

Sharon Robinson
Administration Director

Mark Nicolini
Budget and Management Director

September 11, 2015

Mr. James Owczarski
City Clerk – Milwaukee Common Council
200 East Wells Street
City Hall Room 205
Milwaukee, WI 53202

Re: Communication File Relating to Changes to the 2015 Positions Ordinance

The Board of Zoning Appeals (BOZA) has experienced an increased workload resulting from the BOZA Periodic Inspection program. The increased work requires that one of the current part time Office Assistant III positions be increased to a full time FTE. This change also reclassifies the position as an Office Assistant IV, based on the Job Evaluation Report submitted by the Dept. of Employee Relations.

Please make the following change to the 2015 Positions Ordinance:

<u>Caption/Position Title</u>	<u>Add</u>	<u>Delete</u>
<u>BOARD OF ZONING APPEALS</u>		
Office Assistant IV	1	
Office Assistant III (0.5 FTE)		1

Respectfully,

Jackie Q. Carter
Budget & Policy Specialist

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