

TO: Board of Estimates

FROM: Sarah Olson, Human Resources

DATE: October 3, 2016

RE: Clerk Typist 2 – Economic Development Division

The Economic Development Division has a vacant Clerk Typist 2 (position #612, CG20, R06) position. Because of the vacancy, Director Matt Mikolajewski has reviewed the workload and the agency's need and is requesting that the position's FTE be increased from .50 to .60 FTE. By increasing the FTE, this will allow the position to be eligible for Wisconsin Retirement and health insurance.

When recruiting for positions, those that are benefit eligible draw a larger candidate pool. A Clerk Typist 2 opening allows for an opportunity to increase diversity in the Economic Development Division and at the same time, providing retirement and benefits to a new employee.

The necessary resolution to implement this recommendation has been drafted.

Editor's Note:

cc: Matt Mikolajewski, Economic Development Division Director
Natalie Erdman, Director of PCED
Greg Leifer-Employee & Labor Relations Manager