



Office of the City Clerk

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City Clerk
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Dana J. Zelazny
Deputy City Clerk
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July 6, 2026

Ms. Jackie Q. Carter
Director, Department of Employee Relations
Room 706, City Hall

Dear Director Carter:

I write this to request that six recently added part-time Auxiliary Executive Administrative Assistant positions in the Common Council – City Clerk’s Office be permanently exempted from the City Service. These titles provide fill-in office coverage to members of the Common Council in the absence of the district Legislative Assistant. The Legislative Assistants hold positions of trust with their respective Council Member, and are themselves exempt from City Service for that reason.

Our office currently employs a number of part-time non-exempt Executive Administrative Assistants, and will continue to do so. However, some Council Members prefer that their office be staffed by someone with greater experience of their office workings, usually gained through internships or volunteer work, and with whom they already have a trusted relationship. Exempting these new auxiliary positions will permit us to provide office coverage with a non-exempt EAA as the default, and with an exempt EAA upon request.

I would therefore ask that the six newly-added Auxiliary Executive Administrative Assistant positions be permanently exempted from City Service, similarly to the Legislative Assistants and Legislative Services Aides that serve Council Members.

I have attached a copy of the current job description for your reference.

Thank you for your consideration of this matter. Should you have any questions, please do not hesitate to contact me at your convenience.

Sincerely,

Dana J. Zelazny
Deputy City Clerk



JOB DESCRIPTION

FOR DER USE ONLY

Vacancy No. _____

City Service
Commission: _____
Fire & Police
Commission: _____

Finance
Committee: _____
Common
Council: _____

Instructions: Complete all sections. Refer to the *Guidelines for Preparing Job Descriptions* for instructions on completing specific items.

1. Date Prepared/ Revised: 6/26/2024		2. Present Incumbent:		Is incumbent underfilling position? YES ☐ NO ☒ If YES, indicate Underfill Title in box 10.	
3. Date Filled:		4. Previous Incumbent:			
5. Department: Common Council - City Clerk			Bureau: Division:		Unit: Section:
6. Work Location: Rm 205, City Hall			Telephone: 286-2221 Email: award@milwaukee		Work Schedule: Hours: 8am-4:45pm / Days: M-F
7. Represented by a Union? ☐ Yes ☒ No		8. Bargaining Unit: Non-Mgmt/Non-Rep If in District Council 48, which local?			9. FLSA Status (check one): ☒ Exempt ☐ Non-Exempt
10.	Official Title: Executive Administrative Assistant I			Pay Range 2CN	Job Code 4092
	Underfill Title (if applicable):				
	Requested Title (if applicable):				
Recommended Title (DER Use Only):				Approved by: _____ Date: _____	

11. BASIC FUNCTION OF POSITION:

Provide temporary staff assistant coverage to assigned Common Council Member when regular staff assistant is unavailable. The exact percentage of time spent on specific job duties will vary by aldermanic office, at the discretion of the individual alderman or alderwoman. When not providing staff assistance, other duties as assigned.

12. DESCRIPTION OF JOB (Check if description applies to **Official Title** ☒ or **Underfill Title** ☐):

A. ESSENTIAL FUNCTIONS/Duties and Responsibilities: (Refer to the "Guidelines for Preparing Job Descriptions" for instructions on determining Essential Functions.)

% of Time	ESSENTIAL FUNCTION
60	• Answer written and phone constituent inquiries, complaints and requests. Meet with individual constituents as necessary. Process and follow-up on service requests and complaints. Act as aldermanic liaison with city departments, community groups and agencies or other levels of government. Represent alderperson in planning for and securing better district services. Employ tracking system for logging constituent contacts. Keep council member informed of all constituent communications.
20	• Maintain council member calendar and appointments, screen phone calls and emails, reserve meeting spaces and arrange for handouts and meeting refreshments.
10	• Performs other related duties as assigned by council member.
5	• Review all committee agendas and brief council member on items pertaining specifically to council member's district or to policy issues as pursued by individual council member.
5	• Assist with mailings and other special projects as requested when not assigned to an aldermanic office.
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B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
	•

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

% of Time	PERIPHERAL DUTY
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C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Council Member (when assigned to specific aldermanic office); Angelyn Ward, Council Administrative Manager (when not assigned to specific aldermanic office)

D. SUPERVISION RECEIVED: (Describe the extent to which work assignments and methods are outlined, reviewed, and approved by this position's supervisor.)

The Executive Administrative Assistant I is expected to work with considerable independence in performing duties and responsibilities as directed by an assigned council member.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = 0.

Direct Supervision: List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following:

of supervision exercised by indicating one or more of the following:

a. Assign duties	e. Sign or approve work
b. Outline methods	f. Make hiring recommendations
c. Direct work in progress	g. Prepare performance appraisals
d. Check or inspect completed work	h. Take disciplinary action or effectively recommend such

Number Supervised	Job Title	Extent of Supervision Exercised (Select those that apply from list above, a - h)

F. MINIMUM QUALIFICATIONS REQUIRED: (Indicate the MINIMUM qualifications required to enter the job.)

i. Education and Experience:

One year of experience in an office setting answering phones and responding to inquiries and complaints.

ii. Knowledge, Skills and Abilities:

Ability to work well with elected officials in a politically sensitive environment with a high degree of confidentiality and trustworthiness. Good interpersonal relationship skills. Demonstrated verbal and written skills, and professional phone/email etiquette. A high degree of administrative ability. Proficiency in use of computers and software - Word, Outlook, Excel, and database entry. Ability to organize and maintain an office filing system. Advanced level of problem-solving skills.

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iii. Certifications, Licenses, Registrations:

iv. Other Requirements:

13. **PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED**

The Americans with Disabilities Act of 1993 requires job descriptions to provide detailed information regarding the physical demands required to perform the essential functions of a job; the conditions under which the job is performed; and the tools and equipment the employee will be required to use on the job. Reasonable accommodations may be made to enable qualified individuals to perform the essential duties and responsibilities of the job for each of the categories listed below.

G. PHYSICAL ACTIVITY OF THE POSITION: (List the physical activities that are representative of those that must be met to successfully perform the essential functions of the job).

CHECK ALL THAT APPLY:

☐	Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like; using feet and legs and/or hands and arms. Body agility is emphasized. Check only if the amount and kind of climbing required exceeds that required for ordinary locomotion.
☐	Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. Check only if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
☐	Stooping: Bending body downward and forward by bending spine at the waist. Check only if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
☐	Kneeling: Bending legs at knee to come to a rest on knee or knees.
☐	Crouching: Bending the body downward and forward by bending leg and spine.
☐	Crawling: Moving about on hands and knees or hands and feet.
☐	Reaching: Extending Hand(s) and arm(s) in any direction.
☐	Standing: Particularly for sustained periods of time.
☐	Walking: Moving about on foot to accomplish tasks, particularly for long distances.
☐	Pushing: Using upper extremities to exert force in order to draw, press against something with steady force in order to thrust forward, downward or outward.
☐	Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
☐	Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Check only if it occurs to a considerable degree and requires substantial use of the upper extremities and back muscles.
☒	Fingering: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
☐	Grasping: Applying pressure to an object with fingers and palm.
☐	Feeling: Perceiving attributes of objects such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips.
☒	Talking: Expressing or exchanging ideas by means of the spoken word. Those activities which demand detailed or important instructions spoken to other workers accurately, loudly or quickly.
☒	Hearing: Perceiving the nature of sounds with no less than a 40 db loss. Ability to receive oral communication and make fine discriminations in sound.
☐	Repetitive Motions: Substantial movements (motions) of the wrist, hands, and/or fingers.
☐	Driving: Minimum standards required by State Law (including license).

H. PHYSICAL REQUIREMENTS OF THE POSITION: (List the physical requirements that are essential functions of the job.)

CHECK ONE:

☒	Sedentary Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
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☐	Light Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for Light Work.
☐	Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
☐	Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
☐	Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

- I. **VISUAL ACUITY REQUIREMENTS:** (List the visual acuity requirements that are essential functions of the job.)

CHECK ONE:

☒	Operators (Electronic Equipment), Inspection, Close Assembly, Clerical, Administrative: This is a minimum standard for use with those whose job requires work done at close visual range (i.e. preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small parts, operation of machines, using measurement devices, assembly or fabrication of parts).
☐	Machine Operators, Mechanics, Skilled Tradespeople: This is a minimum standard for use with those whose work deals with machines where the seeing job is at or within arm's reach. This also includes mechanics and skilled tradespeople and those who do work of a non-repetitive nature such as carpenters, technicians, service people, plumbers, painters, mechanics, etc. (If the machine operator also inspects, check the "Operators" box.)
☐	Mobile Equipment Operators: This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
☐	Other: This is a minimum standard based on the criteria of accuracy and neatness of work for janitors, sweepers, etc.

- J. **THE CONDITIONS THE WORKER WILL BE SUBJECT TO IN THIS POSITION:**

List the environmental/working conditions to which the employee may be exposed while performing the essential functions of the job. Include scheduling considerations such as on-call for emergencies, rotating shift, etc. **Approximate Percentage of time performing field work:** _____%

CHECK ALL THAT APPLY:

☒	None: The worker is not substantially exposed to adverse environmental conditions (<i>such as typical office or administrative work</i>).
☐	The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes (<i>i.e. warehouses, covered loading docks, garages, etc.</i>)
☐	The worker is subject to outside environmental conditions: No effective protection from weather.
☐	The worker is subject to extreme cold: Temperatures below 32 degrees for period of more than one hour.
☐	The worker is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour.
☐	The worker is subject to noise: There is sufficient noise to cause the worker to shout in order to be heard above the surrounding noise level.
☐	The worker is subject to vibration: Exposure to oscillating movements of the extremities or whole body.
☐	The worker is subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places or exposure to chemicals.
☐	The worker is subject to atmospheric conditions: One or more of the following conditions that affect the respiratory system or the skin: Fumes, odors, dust, mists, gases or poor ventilation.
☐	The worker is subject to oil: There is air and/or skin exposure to oils and other cutting fluids.
☐	The worker is required to wear a respirator.

- K. **MACHINE, TOOLS, EQUIPMENT, ELECTRONIC DEVICES, SOFTWARE, ETC. USED BY POSITION:**

List equipment needed to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)

CHECK ALL THAT APPLY:

☐ Camera and photographic equipment	☒ Office Equipment (desk, chair, telephone, etc.)
☐ Cleaning supplies	☒ Office supplies (pens, staplers, pencils, etc.)
☐ Commercial vehicle	☒ Packing materials (boxes, shrink wrap, etc.)
☒ Data processing equipment	☒ PC equipment (monitor, keyboard, printer, etc.)
☒ Handcart	☒ PC software
☐ Hand tools (<i>please list</i>):	

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☒ Office Machines (check all that apply):	☒ Copier	☒ Facsimile	☒ Calculator	☐ Cash register
☐ Other (please list):				

- L. SUPPLEMENTARY INFORMATION:** (Indicate any other information which further explains the importance, difficulty, or uniqueness of the position, such as its scope of responsibility related to finances, equipment, people, information, etc. Also indicate success factors such a personal characteristics that contribute to an individual's ability to perform well in the job, and any other special considerations.)

Must be willing to work irregular hours - some evening and weekends as needed at the common council member's request. Maintain confidentiality of aldermanic office information.

- M. I believe that the statements made above in describing this job are complete and accurate.**

DocuSigned by:

Dana Zelazny
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5/6/2026

Signature of Department Head or Designated Representative

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Department of Employee Relations

Cavalier Johnson
Mayor

Jackie Q. Carter
Director

Molly King
Employee Benefits Director

Nicole Fleck
Labor Negotiator

TO: Board of City Civil Service Commissioners

FROM: Kristin Hennessy Urban
Human Resources Manager

DATE: July 16, 2026

RE: Request to **permanently exempt** six, part-time positions of Executive Administrative Assistant

<u>Position Title</u>	<u># of Positions</u>	<u>Pay Range</u>
Executive Administrative Assistant (PT)	6	2DN (\$51,440-\$65,034)

Please find attached a request from Deputy City Clerk Dana Zelazny to permanently exempt six positions of Executive Administrative Assistant (PT) and the job description.

The part-time Executive Administrative Assistant positions are being added to the Common Council/City Clerk's office as auxiliary positions, unfunded and available on an ad hoc basis. As Ms. Zelazny explained in her request, the Common Council/City Clerk's Office employs a number of PT Executive Administrative Assistants who hold regularly appointed, CSC positions. Exemption of these additional PT positions allows for flexibility in securing assistance for the Council members.

For the reasons cited above and because these positions will function similarly to the Legislative Assistants, which are permanently exempted, I support the request for permanent exemption.