



Department of Public Works
Administration

Jerrel Kruschke, P.E.
Commissioner of Public Works

June 30, 2026

City Service Commission
Department of Employee Relations
City Hall, Room 706

Re: Extension of Temporary Appointment Request: Perez, Mayra – First Extension Request

Dear City Service Commissioners:

The Department of Public Works (DPW) respectfully requests permission and approval to extend the temporary appointment of Ms. Mayra Perez as DPW Business Services Specialist, beginning August 16, 2026 through December 19, 2026. This is the first extension request for Ms. Perez following the original temporary appointment approved for May 10, 2026 through August 15, 2026.

Ms. Perez's temporary appointment expires on August 15, 2026. DPW's current Business Services Specialist, Amber Bartzen, is currently in a temporary appointment to cover the duties of DPW Inventory & Purchasing Manager due to a retirement. Because of the extent of work that position requires, Ms. Bartzen will not be able to continue her current duties as a Business Services Specialist. The Department intends on hiring for the DPW Inventory & Purchasing Manager as soon as possible, but in the event that that hiring gets delayed due to unforeseen circumstances, we do not want to get stuck not being able to extend Ms. Perez's temporary appointment due to the legislative recess in August and the subsequent slow down/freeze to all Human Resources actions starting in September.

Ms. Perez has been with the Department in her current role as an Accounting Assistant II since May 2023, and prior to that, she worked as an Administrative Assistant for 5 years before coming to the City. She has proven her skills in organization, data entry, attention to detail and communication. She has proven to be reliable and trustworthy and always brings a positive attitude.

Ms. Perez has been a great asset to this department. She has been able to utilize her previous experiences, including all of those gained with DPW Administration. Therefore, we are respectfully requesting to extend Ms. Perez's temporary appointment.

If you have any questions regarding this request, please contact me directly at 414-286-3301.

Sincerely,

Jerrel Kruschke, P.E.
Commissioner of Public Works



Department of Employee Relations
200 E. Wells Street, Room 706
Milwaukee, WI 53202-3554



NOTICE OF TEMPORARY APPOINTMENT

Rule IX, Section 2 of the Civil Service Rules allows a department to appoint a person to a position on a temporary basis. A temporary appointment may be appropriate when services are for a limited period, or during the leave of absence of an employee who plans to return to the service of the city. Therefore a temporary appointment is limited to a period of 90 days, unless an extension is authorized by the City Service Commission.

When making an employment offer for a temporary appointment, the appointing officer must submit this completed form to DER no later than the close of the pay period in which the temporary appointment has been made. All temporary appointees must meet the minimum requirements established for the position to which the individual is appointed.

SEND COMPLETED FORM AND SUPPORTING DOCUMENTATION TO DER, CITY HALL, ROOM 706 OR DERCERTIFICATION@MILWAUKEE.GOV

TEMPORARY APPOINTMENT / APPOINTEE DETAILS			
DEPARTMENT/DIVISION DPW - Administrative Services	LAST NAME Perez	FIRST NAME Mayra	INITIAL
AUTHORIZED POSITION TITLE Business Services Specialist	PAY RANGE 2FN	F&P COMMITTEE APPROVAL DATE N/A	REQUISITION # N/A
UNDERFILL TITLE (IF APPLICABLE)	PAY RANGE	WAS THE INDIVIDUAL HIRED FROM AN ELIGIBLE LIST? ☐ Yes ☒ No If yes, Referral #	
REASON FOR TEMPORARY APPOINTMENT ☐ During Leave of Absence of an employee who is expected to return ☒ To perform services of a temporary nature and for a limited period	EFFECTIVE DATE 8/16/2026	ANTICIPATED EXPIRATION DATE 12/19/2026	T.A. RATE OF PAY 2,456.15
ATTACH A COPY OF THE CURRENT JOB DESCRIPTION & A RESUME IN ADDITION TO COMPLETING THE INFORMATION BELOW.			
PROVIDE AN EXPLANATION OF WHY THE TEMPORARY APPOINTMENT IS NEEDED: Our Business Services Specialist, Amber Bartzen is currently in a temporary appointment to cover the duties of DPW Inventory & Purchasing Manager due to a retirement. Because of the extent of work that position requires, Ms. Bartzen will not be able to continue her current duties as a Business Services Specialist. We will need someone to cover the duties of the Business Services Specialist in			
EXPLAIN HOW THE INDIVIDUAL WAS SELECTED FOR THE APPOINTMENT, INCLUDING THE SELECTION PROCESS USED AND IF NOT FROM AN ELIGIBLE LIST, HOW THE INDIVIDUAL WAS IDENTIFIED AS A POTENTIAL TEMPORARY APPOINTEE: Ms. Perez has been serving the City in an accounting role since 2023. During this time, she successfully stepped up to take on a temporary appointment while the Department was short on another position for 6 months. She also completed her schooling for an Associates Degree in Accounting during this time.			
PROVIDE INFORMATION TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS: <u>TRAINING AND EDUCATION:</u> See Resume <u>WORK EXPERIENCE:</u> See Resume <u>OTHER REQUIREMENTS (i.e. LICENSES):</u>			
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? ☒ Yes ☐ No	IF YES, CURRENT DEPARTMENT: DPW - Admin Services	CURRENT POSITION TITLE: Accounting Assistant II	EMPLOYEE ID NUMBER: 037038
IS THE INDIVIDUAL BEING GIVEN THIS TEMPORARY APPOINTMENT RELATED BY BLOOD OR MARRIAGE TO THE APPOINTING OFFICER, ANY MEMBER OF THE APPOINTING BOARD OR BODY, DIRECT SUPERVISOR, OR TO ANY ELECTIVE OF APPOINTEE CITY OFFICIAL? (Refer to CSC Rule VIII, Section 10 regarding nepotism.) ☒ No ☐ Yes - Explain Relationship			
THIS TEMPORARY APPOINTMENT IS MADE IN ACCORDANCE WITH RULE IX, SECTION 2 OF THE CITY SERVICE COMMISSION AND IS LIMITED TO A PERIOD OF 90 DAYS UNLESS AN EXTENSION IS APPROVED BY THE COMMISSION.			
REPORTING OFFICER Dylan Westphal	SIGNATURE 	TITLE Business Operations Manager	DATE 6/30/26
APPROVING OFFICER Jerrel Kruschke	SIGNATURE 	TITLE Commissioner of Public Works	DATE 6/30/26
THIS SECTION FOR DER REVIEW			
DER REVIEW COMPLETED BY:	SIGNATURE	TITLE	DATE



Department of Employee Relations
200 E. Wells Street, Room 706
Milwaukee, WI 53202-3554



TEMPORARY APPOINTEE STATEMENT OF UNDERSTANDING

Rule IX, Section 2 of the Civil Service Rules allows a hiring authority to appoint a person to a position on a temporary basis. A temporary appointment may be appropriate when services are for a limited period, or during the leave of absence of an employee who plans to return to the service of the city. Therefore a temporary appointment is limited to a period of 90 days, unless an extension is authorized by the City Service Commission.

SECTION I. TO BE COMPLETED BY HIRING AUTHORITY – PLEASE TYPE OR PRINT LEGIBLY

APPLICANT NAME (last, first, middle)		DATE
Perez, Mayra		08/16/2026
POSITION TITLE	PAY RANGE	RATE OF PAY
Business Services Specialist	2FN	2,456 15

SECTION II. TEMPORARY APPOINTEE STATEMENT OF UNDERSTANDING

I understand that if I am appointed to the position described above on a temporary basis, that I must meet the requirements for the position. I further understand that this temporary appointment may expire at any time and is limited to a period of 90 days, unless an extension at the request of the hiring authority is approved by the City of Milwaukee Civil Service Commission.

I understand that as a temporary appointee I am ineligible for paid holidays, sick leave, vacation or other benefits while serving on this temporary appointment, and that this temporary appointment shall not confer upon me any privilege of regular appointment. (Note: A current City of Milwaukee employee who accepts a temporary appointment to a different position retains his/her current benefits and civil service status).

I understand that if I wish to be considered for regular employment I must compete in a Civil Service examination for the position, and must pass the examination with a grade which shall place me among the top five scores on the eligible list in order to be eligible to interview for regular appointment to the position.

I understand that acceptance of a temporary appointment will not affect my rights to certification for permanent appointment to any position for which I am currently on an eligible list for.

In accordance with Civil Service Rule VIII, Section 10, concerning nepotism, I hereby certify that I am not related, either by blood or through marriage, to the appointing officer or to any member of the appointive board or body or to any direct superior or to any elective or appointive City official. (This includes relative of both whole and half blood, and extends to persons as closely related as first cousins when the relationship is by blood, or more closely related than first cousins when the relationship is through marriage, and includes the cases of husbands of sisters-in-law and wives of brothers-in-law).

A Rule IX, Section 2, temporary appointee who is on an eligible list may be considered for future regular appointment when the appointee ranks among the certifiable highest eligible on the list, or compete in a future examination.

Mayra Perez

Temporary Appointment Applicant Signature

08/30/2026

Date Signed

Elizabeth Bramm

Witness Name (Print)

Elizabeth Bramm

Witness Signature



Professional bilingual Accounting Assistant with experience working with financial management software, accounting and audit procedures, data entry and maintenance, and customer relations. Professional skills include accounting procedures, financial and banking systems, Microsoft Office suite, foreign language interpretation, and administrative support.

Professional Experience

05/2023 – Current

Accounting Assistant II

City of Milwaukee - Department of Public Works

- Organize, analyze, and accurately process invoices for payments in Peoplesoft FMIS.
- Perform FMIS queries to capture data and prepare data in Microsoft Excel spreadsheets.
- Effectively communicate with outside vendors about invoices and payments.
- Sort and organize incoming mail, and distribute internal interoffice mail to correct parties.
- Provide translation and interpretation skills as needed for staff in Public Works.
- Provide administrative support to Finance & Planning management as needed.

11/2022 – 04/2023

Human Resource Accounting Assistant - City of Milwaukee

PS Companies Milwaukee, WI

- Organize, analyze, and accurately process invoices for payments in Peoplesoft FMIS.
- Sort and organize interoffice and external mail.
- Assist Administrative Specialist Senior position with phone communications for the Commissioner of Public Works.
- Process payments for special event permits for the Administrative Specialist Senior when needed.
- Provide Commissioner front desk coverage as needed.

09/2017 – 07/2022

Administrative Attendance Assistant Secretary

Riverside University High School

- Accurately enter daily attendance data within Milwaukee Public Schools' (MPS) Infinite Campus software.
- Run queries within Infinite Campus software to capture attendance data.
- Provide administrative support with student exemption forms, truancy letters, attendance bulletins, general mailing, and daily excuse paperwork.
- Perform filing and record retention of all forms related to the above functions.
- Act as public face of school by greeting students, parents, guests, and the general public.

09/2019 – 05/2021

ACT Testing Overseen Instructor

Riverside University High School

- Perform overseer functions for on-site ACT testing at Riverside University High School.
- Check provided photo identification documents for ACT test takers.
- Read approved ACT instructions and answer any questions related to the examination.
- Oversee and maintain a strict testing environment.

02/2017 – 09/2017

Teller

Landmark Credit Union

- Utilize bank specific financial software to process account transactions for customers and bank employees.
- Conduct loan and credit card payments for bank customers and sell bank products such as Cashier's Checks and money orders.
- Abide by Federal money laundering laws by placing holds on accounts, verifying customer identification, and reporting suspicious financial activity to internal credit union controllers.
- Audit and balance cash drawer multiple times per day to ensure accuracy of transactions.

05/2013 – 06/2015

Teller

Mitchell Bank

- Utilize bank specific financial software to process account transactions for customers and bank employees.
- Conduct loan and credit card payments for bank customers and sell bank products such as Cashier's Checks and money orders.
- Abide by Federal money laundering laws by placing holds on accounts, verifying customer identification, and reporting suspicious financial activity to internal credit union controllers.
- Audit and balance cash drawer multiple times per day to ensure accuracy of transactions.

Volunteer Experience

02/2019 – 05/2019

United Community Center Senior Center

Spanish Internship

- Have Spanish conversations with seniors who were not fluent in English.
- Prepared plates/trays and served food to the elderly.
- Assisted seniors with tasks, as needed.

01/2016 – 05/2016

United Community Center

Student Nursing Volunteer

- Supported staff as a volunteer nurse by assisting children with health care needs.
- Took vital signs data and provided medication as instructed by the Registered Nurse on staff.
- Coordinated health care plans with patients.

Education

08/2021 – 12/2025

MATC – Milwaukee, WI

Accounting Student

Associate of Applied Science in Accounting (AAS)

09/2015 – 05/2019

Carroll University – Waukesha, WI

Nursing and Modern Language Literature Student

Bachelor of Science in Nursing (BSN) – Degree incomplete

Bachelor of Arts in Spanish – Degree incomplete

01/2011 – 08/2014

Mount Mary University – Milwaukee, WI

Nursing Student

Bachelor of Science (BSN)

Transferred to Carroll University

08/2008 – 08/2009

MATC – Milwaukee, WI

Nursing Student

Transferred to Mount Mary University

06/2004 – 06/2008

South Division High School – Milwaukee, WI

High School Diploma

Graduated in 2008 on the Top 10 as an Honor Student.

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: 06/05/2025		2. Present Incumbent: Amber Bartzen		Is incumbent underfilling position? YES ☐ NO ☒ <i>If YES, indicate Underfill Title in box 10.</i>	
3. Date Filled:		4. Previous Incumbent: Justin Lemmer			
5. Department: Department of Public Works			Bureau: Division: Administration Services		Unit: Section: Finance & Planning
6. Work Location: 841 N Broadway			Telephone: Email:		Work Schedule: Hours: 8:00am-4:45pm / Days: Monday-Friday
7. Represented by a Union? ☒ Yes ☐ No		8. Bargaining Unit: 9. If in District Council 48, which local?			10. FLSA Status (check one): ☐ Exempt ☒ Non-Exempt
10. Official Title: Business Services Specialist	Pay Range 2FN			Job Code 0625DC	
				EEO Code 204	
Underfill Title (if applicable):					
Requested Title (if applicable):					
Recommended Title (DER Use Only):			Approved by: Date:		

11. BASIC FUNCTION OF POSITION:

This position performs duties and responsibilities to support Accounts Receivable, Accounts Payable and Inventory in the areas of contract administration, payment processing, billing, adjustments and deposits.

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
30	- Contract Administration for Infrastructure - Bridges & Buildings - Entry and encumbrance of contracts in PeopleSoft FMIS. Process and encumber change orders related to contracts. Review, audit and process payments for Bridges & Buildings Division contracts. Review, compute and track all retainage on contracts. Monitor all contract activity through completion of contract. Work with contractors and Bridges & Buildings employees to resolve discrepancies. Respond to payment and contract status inquiries. - Contract Payment Processing – Infrastructure – Paving, Sewers & State Contracts - Process contract payments using city applications to retrieve and log payments for the Infrastructure Street and sewer contracts. Process payments to the State on shared projects. Work with accounting staff to troubleshoot problems related to contract encumbrances, changes to contract and payments.
25	- Service Agreement Administration and Payment Processing - Review, create and maintain all DPW requests for service contract purchase orders. - Maintain equipment rental records related to Fleet Services Agreements. Review rented equipment assignments in Fleet Focus. Process and approve invoices related to rented equipment. Create billings (IRIs) for non-DPW rentals.
20	- Internal Service Payments & Billing - Review and approve billings in E-Vault software for MPR services for Bridges & Buildings and Fleet Services. Research repair information in Fleet Focus and prepare invoices for city vehicle accident damage. - Review and record water and sewer usage for all city owned buildings. Process payments from Water Department for water bills, supply charges and documentation for Accounts Receivable to process internal

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	ESSENTIAL FUNCTION
	and external billings for water consumption and sewer services. Bill space rental charges to internal agencies.
10	- Processes weekly deposits for Special Event Permits, various fees and services. - Assist Inventory Manager with inventory adjustments and oversight of requisition process.
5	- Equipment Purchase Payments and Asset Tracking - Enter all invoices for payment related to Fleet equipment purchasing. Enter Asset information following Comptroller's guidelines for asset reporting after verifying equipment status using FleetFocus system.
5	- Purchase Order Management for DPW-Operations - Fleet & DPW-Infrastructure – Bridges & Buildings - Monitor and update purchase orders to prevent loss of purchase authority.

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
5	Other duties as assigned.

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Business Operations Manager

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

This position is expected to function with minimal supervision. This position may receive instructions as to policy and procedure on a periodic basis.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = 2.

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:

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)
1	Accounting Assistant II	b,d
1	Accounting Assistant III	b,d

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.

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

- i. Education and Experience:
Associate Degree in Accounting with at least 2 years of progressively responsible experience performing accounting/payroll functions.
- ii. Knowledge, Skills and Abilities:
Experience with the Financial Management Information System and other software programs including spreadsheets and word processing.
Familiarity with the City of Milwaukee's Chart of Accounts including enterprise fund accounting, reimbursable accounts and project/grants. Strong math, analytical and problem-solving skills.
Ability to effectively manage multiple priorities while working within tight time constraints.
Possess excellent oral and written communication skills with the ability to convey information clearly to City of Milwaukee personnel as well as contractors and the general public.
Ability to work both independently and as a team member.
Excellent customer service skills with the capability to diffuse occasional irate phone calls from private citizens.
- iii. Certifications, Licenses, Registrations:
- iv. Other Requirements:

13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED

The Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008 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.

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.

☒	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.
☐	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 (such as typical office or administrative work).
☐	The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes (i.e. warehouses, covered loading docks, garages, etc.)
☐	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 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.

☐	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 (please list):	
☒ 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 as a personal characteristics that contribute to an individual's ability to perform well in the job, and any other special considerations.)

This position requires the ability to interact with a variety of people at different levels of responsibility, both within and outside City of Milwaukee operations. The nature of the job duties calls for both objectivity and independent judgment as this position is allowed considerable latitude in determining priorities within the boundaries of the Department of Public Works. Adherence to detail in preparing financial reports for the City Comptroller's office as well as Department of Public Works Managers in all aspects of internal and external billings and Accounts Receivable.

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

Signed by:

Dan Thomas

Signature of Department Head or Designated Representative

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.