



Milwaukee Water Works

Cavalier Johnson
Mayor

Jerrel Kruschke
Commissioner, Dept. of Public Works

Patrick W. Pauly
Superintendent, Milwaukee Water Works

June 18, 2024

Board of City Service Commissioners
c/o Department of Employee Relations
VIA EMAIL (DERCSC@milwaukee.gov)

RE: Request to Extend Temporary Appointment – Jazzmine Washington
Payroll Assistant I

Dear City Service Commissioners:

Milwaukee Water Works (MWW) requests an extension of the temporary appointment of Jazzmine Washington to the position of Payroll Assistant I. Ms. Washington was temporarily appointed to the position on March 17, 2024, for a period of 90 days. If granted, this would be a first extension, retroactive to June 22, 2024.

This position is critical to the timely and accurate payroll processing for Milwaukee Water Works (MWW) and assists with the maintenance of the personnel records for all of the Utility's employees. MWW payroll is complexed and involves shift differentials, on call pay, unique Account codes and regular overtime due to emergency work.

MWW recently moved forward to fill this position permanently. The internal recruitment was announced on May 29, 2024, with an application deadline of June 7, 2024. We anticipate being able to complete the selection process quickly, such that promotions/transfers would become effective in Pay period 15 or 16 (July 7th or July 21st).

As such, MWW requests a 60-day extension of Ms. Washington's temporary appointment, which would result in a new expiration date of August 17, 2024.

Thank you for your consideration. If you have any questions or concerns, please contact me at x2802 or jeislo@milwaukee.gov, or Amy Hefter, Water Works Human Resources Administrator, at x2805 or ahefte@milwaukee.gov.

Very truly yours,

Jane E. T. Islo
Water Works Administration Manager

Attachments

- Notice of Temporary Appointment
- Temporary Appointee Statement of Understanding
- Current Job Description – Payroll Assistant I
- Resume of Jazzmine Washington



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/WATER	LAST NAME Washington	FIRST NAME Jazzmine	INITIAL C
AUTHORIZED POSITION TITLE Payroll Assistant I	PAY RANGE 5JN	F&P COMMITTEE APPROVAL DATE	REQUISITION # 11022
UNDERFILL TITLE (IF APPLICABLE) Payroll Assistant I	PAY RANGE 5JN	WAS THE INDIVIDUAL HIRED FROM AN ELIGIBLE LIST? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, Referral #	
REASON FOR TEMPORARY APPOINTMENT <input type="checkbox"/> During Leave of Absence of an employee who is expected to return <input checked="" type="checkbox"/> To perform services of a temporary nature and for a limited period	EFFECTIVE DATE 06/22/2024	ANTICIPATED EXPIRATION DATE 8/17/2024	T.A. RATE OF PAY \$2,155.79

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:

This position is critical to the timely and accurate payroll processing for Milwaukee Water Works (MWW), and assists with maintenance of the personnel records for all of the Utility's employees. MWW payroll is complexed and involves shift differentials, on call pay, unique Account codes, and regular overtime due to emergency work.

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 Washington is the only eligible candidate from within the Accounting Services Unit of the Business Section. She exceeds all job performance expectations in her current role as an Accounting Assistant III, and has demonstrated the productivity, attention to detail, accuracy and organizational skills necessary to be successful as a Payroll Assistant I

PROVIDE INFORMATION TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS:

TRAINING AND EDUCATION:

Associate in Applied Science (AAS)
degree, Business
Management-MATC

WORK EXPERIENCE:

Accounting Assistant III, 2023-Present
Accounting Assistant II, 2022-2023
Chargeback Associate I (FIS), 2020-2022
Teller (Park Bank)-2019-2020
Teller (North Shore Bank) 2015-2019

OTHER REQUIREMENTS (i.e. LICENSES)

IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	IF YES, CURRENT DEPARTMENT: DPW/Water	CURRENT POSITION TITLE: Accounting Assistant III	EMPLOYEE ID NUMBER: 034986
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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 Terry M. Ignatowski	SIGNATURE 	TITLE Water Financial Manager	DATE 05/30/2024
APPROVING OFFICER Jane E.T. Islo	SIGNATURE 	TITLE Water Works Admin Manager	DATE 05/30/2024

THIS SECTION FOR DER REVIEW

DER REVIEW COMPLETED BY:	SIGNATURE 	TITLE	DATE
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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
Washington, Jazzmine c		05/30/2024
POSITION TITLE	PAY RANGE	RATE OF PAY
Payroll Assistant I	5JN	\$2,155.79

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.


Temporary Appointment Applicant Signature


Date Signed


Witness Name (Print)


Witness Signature

Jazzmine Washington

Overview

Capable Accounting Assistant acknowledged for quick learning ability, reliability, and a dedication for strong work ethic. Proficient in managing invoices and supplying quick responses to accounting inquiries. Looking for an opportunity to advance in a role with increased responsibility where I can maximize my experience to achieve business goals.

Education

A.A.S. DEGREE | JAN 2012 – MAY 2016 | MILWAUKEE AREA TECHNICAL COLLEGE

- Major: Business Management

Skills & Abilities

- Accounts Payable
- Microsoft Office proficient
- Data Entry
- Analytical problem solving
- Computer navigation and operation skills
- Effective verbal and written communication skills
- Customer Service Excellence

Experience

ACCOUNTING ASSISTANT III | CITY OF MILWAUKEE - WATER WORKS | 5/23 – CURRENT

- Process travel request paperwork. Process safety shoe vouchers. Review and process biweekly ProCard activities for department's submission to the Comptroller's Office and assist the ProCard manager with other Procard related tasks. Create direct purchase orders (P.O.'s) for invoices involving blanket purchase orders and process payments. Enter and process sub-requisition information into FMIS for all MWW's sections for commodities and services in order to initiate purchase requisitions.
- **ACCOUNTING ASSISTANT II | CITY OF MILWAUKEE - WATER WORKS | 10/22 – 04/23**
 - Enter invoices received for the Business Section's Administration, Accounting, Customer Services and Technical Services units and MWW's Engineering Section on the City's FMIS system and process for payment. Order and distribute supplies and assist the Water Accounting Manager with related tasks.

CHARGEBACK ASSOCIATE I | FIS | 03/20 – 10/22

- Review, research, and initiate the resolution of dispute inquiries. Handles all aspects of the dispute process in compliance with rules and regulations. When unable to resolve the problem, escalates to the appropriate resource. Follows up on escalated issues with coaching and mentoring to learn the appropriate solution and learns internal procedures that affect chargeback dispute processing. Other related duties assigned as needed.

TELLER | PARK BANK | 07/19 - 3/20

- Provides account services to customers by receiving deposits and loan payments, cashing checks, issuing savings withdrawals, and recording night deposits. Completes special request by selling cashiers check, taking orders for checks exchanging foreign currencies and completing safe-deposit box procedures. Completes packaging of currency and coins per customer request. Contributes to team effort by accomplishing related results as needed.

TELLER | NORTH SHORE BANK | 11/15 - 06/19

- Provide efficient, accurate and friendly service, while building strong relationships between the customer and the Bank. Promote products and services. Sales referral role and actively engage customers in meaningful conversations; ask questions to identify cross-selling opportunities.
- **LOAN ADMINISTRATION ASSISTANT TEMP | NORTH SHORE BANK | 06/16 - 09/16**
 - Office work such as organizing files, working in directory, printing, copying, ordering appraisals and title work.

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: 04/27/2024		2. Present Incumbent: Standard		Is incumbent underfilling position? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> <i>If YES, indicate Underfill Title in box 10.</i>	
3. Date Filled:		4. Previous Incumbent:			
5. Department: Public Works, Dept. of			Bureau: Division: Water Works		Unit: Accounting Section: Business
6. Work Location: 841 N Broadway			Telephone: Email:		Work Schedule: Hours: 8:00am – 4:45pm Days: Monday – Friday
7. Represented by a Union? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		8. Bargaining Unit: Non-Mgmt/Non-Rep If in District Council 48, which local?			9. FLSA Status (check one): <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt
10.	Official Title: Payroll Assistant 3			Pay Range	Job Code
	Underfill Title (if applicable):			5IN	
	Requested Title (if applicable):			5GN	
Recommended Title (DER Use Only):			Approved by: Date:		

11. BASIC FUNCTION OF POSITION:

The Payroll Assistant 1 supports the Water Payroll Specialist in providing efficient and accurate processing of payroll including time entry, payroll processing and payroll/personnel reporting for Milwaukee Water Works (MWW).

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
95	<u>Payroll Processing</u> <ul style="list-style-type: none">• Perform data entry, timesheet verification and payroll calculations.• Enter, review, edit, audit and approve time using the City's online time entry system.• Maintain and process absence paperwork.• File supporting documentation in personnel and medical files, and follow up with managers and employees regarding required documentation.• Provide employee support in entering personnel/payroll/benefits records using PeopleSoft's Human Capital Management (HCM).• Prepare payroll hours, salary dollars and benefit adjustments.• Calculate retroactive and special-pay adjustments.• Generate and reconcile reports, such as time owed and allowed and the sick leave incentive program.• Research and answer phone calls and email, providing written documentation of inquiries from employees or other City departments.• Provide support to managers and employees regarding departmental policies and procedures.

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
5	<ul style="list-style-type: none">• Perform other duties as assigned.

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.

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Water Human Resources Administrator

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

This position works under general supervision, with the incumbent developing procedures for the performance of a variety of duties and performing complex duties within established policy guidelines.

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:

or supervisor, 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:

Two (2) years of progressively responsible payroll and/or accounting experience.

NOTE: Equivalent combinations of education and experience may be considered.

ii. Knowledge, Skills and Abilities:

Technical

- Ability to learn payroll and federal compliance requirements for City employees.
- Ability to learn and work with payroll processes, Oracle's PeopleSoft HCM system, and the City of Milwaukee's time entry system to perform transactions.
- Ability to read, interpret, and clearly explain benefits, payroll deductions, leave policies, procedures, and forms.
- Ability to perform accurate data entry and mathematical calculations.
- Proficiency using standard applications such as Microsoft Office to create documents, use spreadsheets, create charts, and generate reports.
- Ability to perform work with a high degree of accuracy.

Communication and Interpersonal

- Knowledge of customer service best practices and the ability to serve internal customers professionally.
- Ability to communicate effectively, both verbally and in writing.
- Ability to work effectively and cooperatively with individuals at all levels inside and outside the DPW, including individuals whose backgrounds may differ from one's own.
- Ability to work well both independently and as a team member.

Critical Thinking and Professionalism

- Ability to think critically and analytically.
- Ability to work with sensitive information.
- Ability to effectively organize and complete work assignments with regular deadlines.
- Ability to work effectively under pressure and within fixed time constraints.

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- Ability to perform work honestly and with sensitivity, to maintain confidentiality, and to safeguard City resources.

iii. Certifications, Licenses, Registrations:

iv. Other Requirements:

Due to payroll deadlines, position has to be flexible to work around holidays or other arrangements, as needed. Personal time off is limited and potentially not allowed on payroll close-out Mondays and Tuesdays and during short holiday weeks.

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:

<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input checked="" type="checkbox"/>	Kneeling: Bending legs at knee to come to a rest on knee or knees.
<input checked="" type="checkbox"/>	Crouching: Bending the body downward and forward by bending leg and spine.
<input type="checkbox"/>	Crawling: Moving about on hands and knees or hands and feet.
<input checked="" type="checkbox"/>	Reaching: Extending Hand(s) and arm(s) in any direction.
<input type="checkbox"/>	Standing: Particularly for sustained periods of time.
<input type="checkbox"/>	Walking: Moving about on foot to accomplish tasks, particularly for long distances.
<input type="checkbox"/>	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.
<input type="checkbox"/>	Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
<input checked="" type="checkbox"/>	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.
<input checked="" type="checkbox"/>	Fingering: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
<input checked="" type="checkbox"/>	Grasping: Applying pressure to an object with fingers and palm.
<input checked="" type="checkbox"/>	Feeling: Perceiving attributes of objects such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips.
<input checked="" type="checkbox"/>	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.
<input checked="" type="checkbox"/>	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.
<input checked="" type="checkbox"/>	Repetitive Motions: Substantial movements (motions) of the wrist, hands, and/or fingers.
<input type="checkbox"/>	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.)

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CHECK ONE:

<input type="checkbox"/>	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.
<input checked="" type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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:

<input checked="" type="checkbox"/>	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).
<input type="checkbox"/>	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.)
<input type="checkbox"/>	Mobile Equipment Operators: This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
<input type="checkbox"/>	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:

<input checked="" type="checkbox"/>	None: The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work).
<input type="checkbox"/>	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.)
<input type="checkbox"/>	The worker is subject to outside environmental conditions: No effective protection from weather.
<input type="checkbox"/>	The worker is subject to extreme cold: Temperatures below 32 degrees for period of more than one hour.
<input type="checkbox"/>	The worker is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour.
<input type="checkbox"/>	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.
<input type="checkbox"/>	The worker is subject to vibration: Exposure to oscillating movements of the extremities or whole body.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	The worker is subject to oil: There is air and/or skin exposure to oils and other cutting fluids.
<input type="checkbox"/>	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:

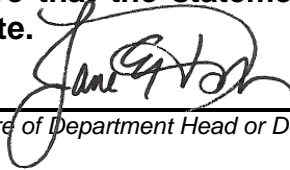
<input type="checkbox"/> Camera and photographic equipment	<input checked="" type="checkbox"/> Office Equipment (desk, chair, telephone, etc.)
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<input type="checkbox"/> Cleaning supplies	<input checked="" type="checkbox"/> Office supplies (pens, staplers, pencils, etc.)
<input type="checkbox"/> Commercial vehicle	<input type="checkbox"/> Packing materials (boxes, shrink wrap, etc.)
<input type="checkbox"/> Data processing equipment	<input checked="" type="checkbox"/> PC equipment (monitor, keyboard, printer, etc.)
<input checked="" type="checkbox"/> Handcart	<input checked="" type="checkbox"/> PC software
<input type="checkbox"/> Hand tools (please list):	
<input checked="" type="checkbox"/> Office Machines (check all that apply): <input checked="" type="checkbox"/> Copier <input checked="" type="checkbox"/> Facsimile <input checked="" type="checkbox"/> Calculator <input type="checkbox"/> Cash register	
<input type="checkbox"/> 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.)

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



04/27/2024

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.