



Department of Neighborhood Services

Jezamil Arroyo-Vega
Commissioner

Michael Mazmanian
Deputy Commissioner

April 8, 2025

City Service Commission
200 E Wells Street, Room 706
Milwaukee WI 53202

Dear Commissioners,

The Department of Neighborhood Services respectfully requests to extend the temporary appointment for Sha’Nese Burnell Jones for an additional six months, to the position of Chief of Staff (COS). The first temporary appointment request for Ms. Burnell Jones was approved by the Department of Employee Relations on July 21, 2024. This is the second extension request.

As Chief of Staff, Ms. Burnell Jones will continue to perform her current responsibilities which include assisting the Commissioner of DNS with the overall administration of the Department. She will provide leadership with a focus on organization development initiatives, monitoring performance and provide guidance in performance improvement and development. Ms. Burnell Jones will also continue to direct all departmental hiring, staffing, policy/procedural updates.

The position of Chief of Staff in DNS is responsible for executing the DNS vision and core values, with a focus on human resource policies, procedures, organizational development, and the successful implementation of career progression. The position also focuses on establishing performance requirements and personal development targets.

The Department is working with DER-Classification on several management positions. Approval of this temporary appointment will allow our human resources division to continue operating with no interruption, under the leadership of Ms. Burnell Jones, until the classification study has concluded.

I appreciate your thoughtful consideration of this request. If you have any questions, please contact me at 414-286-2543.

Sincerely,

Jezamil Arroyo-Vega
Commissioner





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 Neighborhood Services	LAST NAME Burnell Jones	FIRST NAME Sha'Nese	INITIAL M.
AUTHORIZED POSITION TITLE Chief of Staff	PAY RANGE 1SX	F&P COMMITTEE APPROVAL DATE n/a	REQUISITION # n/a
UNDERFILL TITLE (IF APPLICABLE)	PAY RANGE	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 04/26/2025	ANTICIPATED EXPIRATION DATE 10/26/2025	T.A. RATE OF PAY \$5,907.33
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: The position will provide support to the Commissioner of Neighborhood Services in the general management of the organization. The position will provide leadership by executing the DNS vision and core values, with a focus on human resource policies, procedures, organizational development, and building strong interpersonal relations.			
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: Sha'Nese Burnell Jones has been selected to temporarily perform the duties of this position. Ms. Burnell Jones is currently serving as the DNS Human Resources Administrator and has over 10 years of experience in policy development, change management, training, and leadership development.			
PROVIDE INFORMATION TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS:			
TRAINING AND EDUCATION: UW-Milwaukee Human Resources Management Certificate, 2020 UW-Milwaukee, MLIS 2006 UW-Milwaukee, BS 2003	WORK EXPERIENCE: DNS Human Resources Administrator Human Resources Analyst Sr. Librarian I, II, III	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: Neighborhood Services	CURRENT POSITION TITLE: DNS HR Administrator	EMPLOYEE ID NUMBER: 016490
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 APPOINTIVE CITY OFFICIAL? (Refer to CSC Rule VIII, Section 10 regarding nepotism.) <input checked="" type="checkbox"/> No <input type="checkbox"/> 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 Jezamil Arroyo-Vega	SIGNATURE 	TITLE Commissioner	DATE 04/08/2025
APPROVING OFFICER Jezamil Arroyo-Vega	SIGNATURE 	TITLE Commissioner	DATE 04/08/2025
THIS SECTION FOR DER REVIEW			
DER REVIEW COMPLETED BY:	SIGNATURE	TITLE	DATE



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
Burnell Jones, Sha'Nese M.		04/08/2025
POSITION TITLE	PAY RANGE	RATE OF PAY
Chief of Staff	1SX	\$5,907.33 Biweekly

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

4/8/25

Date Signed

Witness Name (Print)

Witness Signature

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: 10/10/2024	2. Present Incumbent: Sha'Nese Burnell Jones	Is incumbent underfilling position? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> <i>If YES, indicate Underfill Title in box 10.</i>	
3. Date Filled:	4. Previous Incumbent: La'Neka Horton		
5. Department: Neighborhood Services	Bureau: Division: Human Resources	Unit: Section:	
6. Work Location: ZMB	Telephone: Email:	Work Schedule: Hours: 8-4:45pm / Days: M-F	
7. Represented by a Union? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	8. Bargaining Unit: Management General City If in District Council 48, which local?	9. FLSA Status (check one): <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	
10. Official Title: Human Resources Administrator		Pay Range 1IX	Job Code 4242
Underfill Title (if applicable):			EEO Code 206
Requested Title (if applicable): Chief of Staff – Building Inspection		1SX	5724
Recommended Title (DER Use Only):		Approved by: Date:	

11. BASIC FUNCTION OF POSITION:

Under the direction of the Commissioner of the Department of Neighborhood Services, the COS is responsible for providing leadership in formulating, implementing and delivering comprehensive human resources programs and maintain sound and effective human resources policies and practices. As part of the DNS leadership team, the COS advises the Commissioner, Deputy Commissioner, and other senior-level managers on employee relations matters.

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
50%	Management and Administration <ul style="list-style-type: none">Provide guidance and support to DNS Commissioner, Deputy Commissioner and senior level managers with a focus on human resources policies, strategies and organizational development initiatives in support of DNS's vision and core values.Ensure that departmental policies and procedures are in compliance with all applicable federal and state regulations, Milwaukee Code and City charter rules.Administer performance reviews to ensure effectiveness, compliance, and equity within the organization.Administer compensation program to ensure compliance and equity within the organization.Respond to inquiries regarding policies, procedures and interpretation of city employment ordinances and employment laws.Serve as DNS liaison to the Department of Employee Relations, the City Attorney's Office, the Labor Relations Division on matters relating to employment issues including but not limited to: civil service commission rules, grievance administration, worker's compensation and safety, disciplinary matters,

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
	<p>employment discrimination claims, and leave administration policies.</p> <ul style="list-style-type: none"> ▪ Oversee the implementation and administration of Sick Leave Control policies and FMLA. ▪ Provide guidance and direction to managers regarding employee performance, implementation of performance improvement plans and disciplinary matters. ▪ Manage all aspects of employment investigations stemming from allegations of discrimination or harassment. ▪ Represent DNS at administrative hearings as appropriate before the City Service Commission, Finance and Personnel Committee, EEOC, the Department of Workforce Development, and Grievance Arbitration Hearings. ▪ Serve as a standing member of the DNS Safety Committee and is responsible for staffing and membership of the committee. ▪ Serve as the Department's Diversity, EEO, ADA, and Civil Rights Compliance Officer. ▪ All other duties as assigned.
50%	<p>Personnel Functions Oversight</p> <ul style="list-style-type: none"> ▪ Ensure that all personnel related functions and decisions within DNS are in compliance with applicable federal and state employment laws, civil service rules, state statutes and local ordinances. ▪ With the assistance of the Department of Employee Relations, administers all DNS staffing functions and activities. ▪ Review job descriptions to ensure competencies are identified and compliance with ADA requirements. ▪ Provide training related to Human Resources functions. ▪ Provide guidance, direction, and oversight for Personnel functions, including maintenance of personnel/ personnel records, Worker's Compensation, statistical governmental reports. ▪ Oversee salary increases and vacation and sick leave accruals. ▪ Set performance standards, assign duties, provide guidance and training, monitor work in progress, evaluate performance and make hiring recommendations. ▪ Administer Sick Leave Control and Incentive (SCLIP) program. ▪ Maintain confidential integrity of personnel files. ▪ All other duties as assigned.

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
	Perform other duties as assigned.

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Jezamil Arroyo-Vega, Commissioner- Chief of Building Inspection

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

Policy direction and guidance provided as needed. This position exercises a high degree of independent judgment and works with minimal direction and supervision.

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E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = **This position will at times exercise supervision and administration over the entire department consisting of approximately 230 employees.**

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 <i>(Select those that apply from list above, a - h)</i>
2	Human Resources Analyst	a-h

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

i. **Education and Experience:**

Bachelor's degree in Human Resources Management, Public or Business Administration, Psychology, Industrial Relations or closely related field from an accredited college or university; and Five years of progressively responsible human resources management experience in the public sector, performing duties related to the position; Master's degree in a job-related field is highly desirable and may be substituted for up to two years of the experience requirement. Note: Combination of education and experience may be considered.

ii. **Knowledge, Skills and Abilities:**

Communication Skills - Presents ideas effectively in formal and informal situations; Conveys thoughts clearly and concisely and accurately, both inside and outside the organization; Listens well and asks good questions; Communicates well in writing.

Language Skills

Ability to read, analyze and interpret complex documents. Ability to respond effectively to sensitive inquiries or complaints. Ability to make effective and persuasive speeches and presentations.

Building Effective Teams - Blends people into teams when needed; Creates strong morale and spirit in his/her team; Shares wins and successes; Fosters open dialogue; Lets people finish and be responsible for their own work; Defines success in terms of the whole team; Creates a feeling of belonging in the team.

Customer Focus - Is dedicated to meeting the expectations and requirements of internal and external customers; Gets first-hand customer information and uses it for improvements in the delivery of services; Acts with customers in mind; Establishes and maintains effective relationships with customers and gains their trust and respect.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only a limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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Managing Diversity - Manages all kinds and classes of people equitably; Deals effectively with all races, nationalities, cultures, disabilities, ages; Supports equal and fair treatment and opportunity for all.

Computer Skills

To perform this job successfully, an individual should have intermediate to advanced knowledge of spreadsheet and word processing software; and working knowledge of internet, databases, and payroll and human resources software systems.

iii. Certifications, Licenses, Registrations:

None

iv. Other Requirements:

Ability to build and maintain good working relationships with a multi-cultural and multi-discipline staff, other agencies and the public; Ability to maintain confidentiality; High degree of integrity, energy, resourcefulness, flexibility, and good judgment; Excellent analytical and organizational skills; Excellent persuasion, negotiation and mediation skills; Ability to work independently, exercise judgment, and meet competing and challenging priorities; and ability to establish effective working relationships with individuals at all levels of the organization.

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 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 checked="" 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 checked="" 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 type="checkbox"/>	Feeling: Perceiving attributes of objects such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips.

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.

<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.)

CHECK ONE:

<input checked="" 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 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:** 0%

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.

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 required to wear a respirator.

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

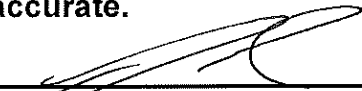
List equipment needed to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)

CHECK ALL THAT APPLY:

<input type="checkbox"/> Camera and photographic equipment	<input checked="" type="checkbox"/> Office Equipment (desk, chair, telephone, etc.)
<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 checked="" type="checkbox"/> Data processing equipment	<input checked="" type="checkbox"/> PC equipment (monitor, keyboard, printer, etc.)
<input 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.



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.



SHA'NESE BURNELL JONES



PROFESSIONAL SUMMARY

Innovative human resources professional, with experience in employee relations, recruitment, retention and training. Passion for developing and implementing human resources strategies and developing embedded solutions to transform and improve job performance. Member of the Society for Human Resource Management.

QUALIFICATIONS

- Coaching
- Employee Relations
- Job Analysis
- Leadership Development
- Onboarding
- Organizational Development
- Performance Management
- Project Management
- Recruitment
- Staffing
- Statistics & Data Analysis
- Training and Development

EDUCATION

- University of Wisconsin-Milwaukee, MLIS, 2006
- University of Wisconsin-Milwaukee, BS Information Studies, 2003
- St. Joan Antida High School, H.S. Diploma, 1998

CERTIFICATES

- University of Wisconsin- Milwaukee, Human Resources Management, 2020
 - Employee Relations, UWM School of Continuing Education
 - Conducting Efficient and Effective HR Investigations, UWM School of Continuing Education
 - ADA and FMLA, UWM School of Continuing Education
 - Employee Onboarding, UWM School of Continuing Education
- The Essentials of HR Law, Fred Pryor/CareerTrack
- Criticism & Discipline Skills for Managers, Fred Pryor/Career Track

EMPLOYMENT

SEPTEMBER 2019- **DEPARTMENT OF NEIGHBORHOOD SERVICES, MILWAUKEE, WI**
PRESENT Human Resources Administrator:

Provide guidance and support to the DNS Commissioner and senior level managers with a focus on human resources policies, strategies, and organizational development initiatives in support of DNS's vision and values.

Ensure that departmental policies and procedures are in compliance with the Milwaukee City Charter and Code of Ordinances, Civil Service Rules, and all applicable federal and state regulations.

Administer the compensation program and performance reviews to ensure effectiveness, compliance, and equity within the organization.

Respond to inquiries regarding policies, procedures, and interpretation of employment ordinances and laws.

Liaise with the Department of Employee Relations and the Office of the City Attorney on issues such as City Service Commission Rules, employee selection, grievance administration, workers' compensation and safety, disciplinary matters, employment discrimination claims, and leave administration policies.

Oversee Sick Leave Control and Family and Medical Leave Act (FMLA) administration.

Provide guidance and direction to departmental managers regarding employee performance, performance improvement plans, and disciplinary matters.

Oversee disciplinary meetings for the department.

Manage employment investigations stemming from allegations of discrimination or harassment.

Represent the department at grievance hearings and administrative hearings before the CSC, the Finance and Personnel Committee, the Equal Employment Opportunity Commission and the State of Wisconsin Department of Workforce Development.

Serve as the departmental diversity and Americans with Disabilities Act (ADA) compliance officer.

FEBRUARY 2004- **MILWAUKEE PUBLIC LIBRARY, MILWAUKEE, WI**
SEPTEMBER 2019 Human Resources Analyst Sr. (July 2017- September 2019):
(Official title: Librarian III, July 2017- May 2018)

Perform the following human resources management functions:

- ADA Accommodations
- Employee Recognition
- Equal Employment Opportunity Commission Claims
- FMLA Administration
- Investigations and Disciplinary Actions
- OSHA Reporting
- Performance Reviews
- Personnel Records Management

- Policy Development
- Recruitment and Selection
- Training Budget Management
- Wisconsin Unemployment Insurance Claims

Staff Development Coordinator (December 2012- July 2017):

Developed and managed the *You're an Essential Piece: Staff Training and Development Program @ MPL*, in addition to serving as a key member of the Human Resources Department. Provided staff the tools needed to better serve customers and provided assistance to staff struggling with job performance.

Developed and introduced a new employee program, *Onboarding @ MPL* for all new library staff. Developed and managed a new training program for all MPL Managers, *The Management Academy*. The academy focused on leadership skills, team building and developing confidence to handle difficult employee matters.

Librarian Intern, I & II: Provided reference service to Milwaukee county patrons and assisted them with various library resources.

Transferred to the Betty Brinn Children's Room (2005) located in downtown Milwaukee. Served as a children's librarian. Duties included picture book and paperback selection for the entire Milwaukee Public Library system. February of 2006 managed the children's area at Capitol Library. Transferred to the Washington Park Library and East Library. Responsible for managing the book and materials budget for each location and would frequently serve as the Librarian in Charge (LIC) in the absence of the Branch Manager.

APRIL 2008-
JANUARY 2018

BRYANT & STRATTON COLLEGE, MILWAUKEE, WI

Instructor: Teaching courses in the area of information literacy and information technology. Each course taught is for a period of 15 weeks each semester. The curriculum used is provided by the college and deals with a variety of information resources topics.

Courses instructed over the past ten years include:

- OFST 100: Keyboarding, Transcription & Document Processing
- LIBS 100: Library and Information Studies
- INSM 180: History and Practice of Information Systems
- COMM 150: Introduction to Information Literacy and Research

JULY 2002-
OCTOBER 2005

MILWAUKEE PUBLIC LIBRARY, MILWAUKEE, WI

Computer Trainer: Trained Milwaukee County patrons on various computer programs such as Microsoft Word, Excel, PowerPoint and Internet Explorer.



Sha'Nese Burnell Jones

JUNE 1997- **ASSOCIATED BANK, MILWAUKEE, WI**
DECEMBER 2004 Customer Service Representative: Took care of various customer transactions
 regarding checking accounts, savings, and money market accounts.

PROFESSIONAL MEMBERSHIPS

Society for Human Resource Management (SHRM)

REFERENCES AVAILABLE UPON REQUEST