



Department of Employee Relations

Cavalier Johnson
Mayor

Harper Donahue, IV
Director

Molly King
Employee Benefits Director

Vacant
Labor Negotiator

March 3, 2025

Board of City Service Commissioners
c/o Harper Donahue, IV, Executive Secretary
Department of Employee Relations
City Hall, Room 706
200 East Wells Street
Milwaukee, WI 53202

RE: Extension of Temporary Appointment for Dorothy McCall (through December 2025)

Dear Commissioners,

The Department of Employee Relations – Employee Benefits Division respectfully requests an extension of the temporary appointment for Dorothy McCall to the position of Benefits Services Specialist.

Ms. McCall has served as a Benefits Services Specialist in DER's Benefits Section since 2024. In this role, she has worked closely with our Benefits Teams to assist over 8,000 city employees with their health, pharmacy, and dental benefits, as well as various other benefit programs for active employees and their families.

With over a decade of experience in workers' compensation within the Benefits Division, Ms. McCall has recently taken on additional responsibilities related to customer service for employee benefits. She has demonstrated the ability to handle complex benefits inquiries from employees and is well-versed in the components of the City's benefits package.

Since the previous Benefits Services Specialist retired, Ms. McCall has taken on a number of additional responsibilities. She will continue to carry out these responsibilities until the vacancy is filled — until the new incumbent is fully trained. Therefore, we are requesting an extension of this temporary appointment be retro-active from March 2, 2025, until the end of Pay Period 26 on December 20, 2025, with the understanding that this appointment may end prior to the expiration date.

Thank you very much for your consideration. Should you have any questions, please do not hesitate to call me at (414) 286-2938.

With kind regards, I am

Sincerely yours,

Molly King
Employee Benefits Director



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 Dept of Employee Relations/Ben	LAST NAME McCall	FIRST NAME Dorothy	INITIAL
AUTHORIZED POSITION TITLE Benefits Services Specialist	PAY RANGE 5JN	F&P COMMITTEE APPROVAL DATE 5/15/2024	REQUISITION # 11148
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 3/2/2025	ANTICIPATED EXPIRATION DATE 12/20/2025	T.A. RATE OF PAY \$2465.22
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 has been vacant due to a retirement.			
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. McCall has over a decade of experience working in workers' compensation within the benefits division making her experience to handle complex benefits inquires and provide information to employees as it relates to the various benefits programs the City has to offer.			
PROVIDE INFORMATION TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS: TRAINING AND EDUCATION: WORK EXPERIENCE: OTHER REQUIREMENTS (i.e. LICENSES) Certified Authority on Workers' Compensation Claim Adjuster (Contractor), City of Milwaukee Worker's Compensation Division (2010-2024) Worker's Compensation Adjuster, Travelers Insurance (1972-2009)			
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	IF YES, CURRENT DEPARTMENT:	CURRENT POSITION TITLE:	EMPLOYEE ID NUMBER:
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 Molly King	SIGNATURE 	TITLE Employee Benefits Director	DATE 3/4/2025
APPROVING OFFICER Harper Donahue IV	SIGNATURE 	TITLE Employee Relations Director	DATE 3/4/2025
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
McCall, Dorothy		3-4-2025
POSITION TITLE	PAY RANGE	RATE OF PAY
Benefits Services Specialist	5JN	\$2465.22

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.

Dorothy McCall

Temporary Appointment Applicant Signature

3/4/25

Date Signed

TIFFANY THOMAS

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: 05/03/2024		2. Present Incumbent: Vacant		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: 04/17/2022		4. Previous Incumbent: Kirstin Richards			
5. Department: Employee Relations, Department of		Bureau: Division: Employee Benefits		Unit: Section:	
6. Work Location: City Hall		Telephone: 414-286-3184 Email: derbenefits@milwaukee.gov		Work Schedule: Hours: 40 / Days: 5	
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: Benefits Services Specialist Underfill Title (if applicable): Requested Title (if applicable):		Pay Range		Job Code	
		5JN		0621NR	
		EEO Code		602	
Recommended Title (DER Use Only):		Approved by: Date:			

11. BASIC FUNCTION OF POSITION:

Working in conjunction with the Department of Employee Relations benefits team, the Benefit Services Specialist performs the administrative and membership coordination (including waivers of coverage) for the Human Resource Management System (HRMS) benefits administration for active employees and their dependents including various agencies under an intergovernmental agreement with the City of Milwaukee (HACM, MEDC and Wisconsin Center District). The position is responsible for conducting and communicating benefits for new employees and providing ongoing education and support. The position monitors and executes periodic adjustments to payroll to accurately reflect enrollment changes in benefits for employees as well as performing pension adjustments for retirees as needed. The position supports other benefits including voluntary options and helps enroll and provide information about the programs. The position completes health verification for social security administration and state child support. The position assists with the City's open enrollment period and the various events and duties pertaining to that function. The position provides customer support and assists with claim inquiries, issues and general questions through the benefits customer support line and email account. This position provides backup for all benefit team member functions.

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
15%	Provides customer service information regarding health, dental, vision and other benefits as needed, including assisting employees with issues pertaining to benefit claims through the DER benefits phone line and email account.
10%	Process enrollment forms for benefit programs and make other changes as needed.
10%	Assists with benefits overview and education for new employees and ensures they are enrolled in a timely fashion.
10%	Performs bi-weekly benefit program payroll adjustments for to reflect changes in enrollment in each respective program.
5%	Works in conjunction with the City's health benefits administrator to ensure SSN information is gathered for all members enrolled in the City's health benefits.

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
5%	• Oversees, enrolls and provides information to employees regarding the Alternative Transportation Program (CVP).
5%	• Oversees, enrolls and provides information to employees regarding the Long Term Disability Program.
5%	• Oversees, enrolls and provides information to employees regarding the Flexible Spending Program.
5%	• Helps communicate and educate employees on the various components of the City's comprehensive health and wellness program.
5%	• Oversees and provides information to employees regarding voluntary benefit program options and as other benefits as needed.
10%	• Process and enter all child support orders, enrollment and changes into HRMS

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
5%	• Assists with the City's open enrollment events including support at open enrollment fairs, webinars, associated mailings, confirmation letters, and other related administrative work
5%	• Assists with Peoplesoft/HRMS testing/production environment when upgrades or changes to the system are made.
1%	• Provides backup to COBRA enrollment as needed and other duties as assigned.
1%	• Monitors pension enrollments in HRMS to identify system glitches and manually enter corrections to ensure members maintain the correct enrollment status.
1%	• Run benefit enrollment reports for audit and verification purposes
1%	• Monitor benefit file feeds on a regular basis to ensure accurate and timely delivery.
1%	• Rectify monthly billing from the Dental Plan Providers
	•
	•
	•

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Jennifer Zillmer, Benefits and Wellness Supervisor

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

Very light supervision, employee is expected to work autonomously with minimal direction. High level claim issues are referred to supervisor.

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:

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)

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:
At least five years of progressive experience working in health, dental and/or other benefits, including extensive experience working with the PeopleSoft HRMS system.
- ii. Knowledge, Skills and Abilities:
 - Ability to accurately administer benefits programs including reporting, enrollment and tracking of data.
 - Strong customer service orientation.
 - Requires problem solving, critical thinking and trouble-shooting skills plus a continuous improvement mindset with regards to benefits processes and procedures.
 - The ability to work independently, prioritize tasks and follow through on assignments to completion.
 - Ability to communicate effectively orally and in writing, including drafting letter communications and presenting benefits related information to employees.
 - Ability to work cooperatively with team members and serve as backup on critical job functions shared among a small work team.
 - Ability to handle confidential employee information with discretion and good judgement and remain in compliance with HIPAA standards at all times.
 - Perform work with a high degree of accuracy and detail.
 - Ability to work in a time sensitive environment, managing multiple tasks that are deadline driven.
 - Ability to deal with individuals who are under stress and/or experiencing challenging situations.
 - Skilled at using Microsoft Office including Word and Excel to create documents, maintain databases and prepare reports.
 - Ability to take on and complete new or special projects as needed.
 - Ability to understand and appropriately provide services in a culturally sensitive manner
- 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:

<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 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.

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<input 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 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 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.
<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 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 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:

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"/>	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:

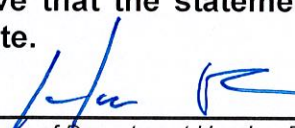
List equipment needed to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)

CHECK ALL THAT APPLY:

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