



**Department of Administration
Budget and Management Division**

Cavalier Johnson
Mayor

Preston Cole
Administration Director

Nik Kovac
Budget and Management Director

January 4, 2024

Harper Donahue, IV
Employee Relations Director
City Hall, Room 706
200 E. Wells Street
Milwaukee, WI 53202

Re: Extension of Temporary Appointment Request: Singh-King, Molly

Dear Mr. Donahue, IV:

The Department of Administration and the Mayor's Office respectfully request approval to extend the temporary appointment of Molly Singh-King to Budget and Fiscal Policy Manager for the Department of Administration from December 24, 2023 through March 30, 2024.

Molly has been assigned since April 17, 2022 to work as the Budget and Administration Liaison to the Mayor's Office providing leadership-level guidance. This request for extension is to allow for additional time needed for the Mayor's Office and DER to finalize the classification of the position of Fiscal Policy and Administrative Director, funded in the Mayor's Office in the 2024 Adopted Budget, which is to be Ms. Singh-King's position title within the Mayor's Office.

Mrs. Singh-King's temporary appointment started on April 17, 2022, and she has been performing these higher-level duties since then at the request of the Budget Director and Chief of Staff to the Mayor. The Department of Administration is requesting the extension to allow Molly to continue to be compensated appropriately for the continued support to operations in the Mayor's Office through March 30, 2024, until her transfer to the Mayor's Office is completed.

If you have any question, please contact me at x8552.

Sincerely,

Nik Kovac

NK:awc

K:\Personnel Issues\BMD Current Employees\King, Molly\2024\Molly temp ext Jan 2024.docx





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
SINGH-KING, MOLLY		1/4/2024
POSITION TITLE	PAY RANGE	RATE OF PAY
Budget and Fiscal Policy Manager	2MX	\$3885.41

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

1-4-2024

Date Signed

Todd Miller

Witness Name (Print)

Witness Signature



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 DOA- BUDGET & MGMT	LAST NAME SINGH-KING	FIRST NAME MOLLY	INITIAL
AUTHORIZED POSITION TITLE Budget and Fiscal Policy Mgr	PAY RANGE 2MX	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 12/24/2023	ANTICIPATED EXPIRATION DATE 3/16/2024	T.A. RATE OF PAY \$3885.41
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: Molly will be serving as the liaison with the Mayor's Office relative to budgetary and policy issues.			
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: Molly was selected for this position by the Mayor's Office directly and approved because of her impressive education and work history with the City of Milwaukee in relations to budget and fiscal policy. She also worked directly with the Mayor's Office already in supporting budget and fiscal initiatives as their budget person.			
PROVIDE INFORMATION TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS:			
TRAINING AND EDUCATION: Masters of Science in Management Accounting and Finance Bachelor's of Science in Accounting	WORK EXPERIENCE: 10+ years of experience with the City in Budget & Accounting (including 1 year with the Housing Authority). 6+ years of private sector accounting and fiscal management experience	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: DOA-BMD	CURRENT POSITION TITLE: Bud & Fisl Policy Analyst IV	EMPLOYEE ID NUMBER: 019603
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.) <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 Nicholas Kovac	SIGNATURE 	TITLE Budget Director	DATE 1-9-24
APPROVING OFFICER Nicholas Kovac	SIGNATURE 	TITLE Budget Director	DATE 1-9-24
THIS SECTION FOR DER REVIEW			
DER REVIEW COMPLETED BY:	SIGNATURE	TITLE	DATE

Molly C. King



Summary:

- Versatile finance professional with more than 20 years' experience in finance, including almost 12 years of government-specific finance, bringing a rounded business acumen, combined with demonstrated experience in government fiscal initiatives.
- Strategic problem solver with the ability to multi-task and apply principles that provide a collaborative approach to relationships benefitting the entire community.
- Highly motivated and productive individual, creating an efficient and organized work environment, while establishing strong working relationships.

Objective:

- To represent a City's Financial or related department, which will provide opportunities to embrace my knowledge and guidance as an Executive Financial Officer.
- To drive success through end-to-end project management, identifying and managing, while significantly increasing positive end results.
- Represent a market where I am able to provide ethical and accountable management of fiscal resources and budget in a consistent and transparent setting.

SKILLS: Advanced Accounting, Financial Analysis, Reporting and Projections, Budget Management, Personnel Management, Efficiency Implementation, Project and Policy Analysis, Asset Management, Regulatory Compliance, Record Management,

SKILLS SUMMARY:

- Over 20 years of experience in accounting, financial reporting, budget analysis/forecast and management of accounting resources.
- Responsible for creating and monitoring budgets in excess \$5b.
- Well versed in several accounting computer based software to include the MS Office Suite with an advanced level knowledge of Microsoft Excel and reporting. MRP systems, Quick Books, FAS Asset Management System, Star builder, Peachtree, and customized People Soft applications.
- Able to motivate staff and work with various levels of management and departments by using quantitative accountability approach to establishing budgets and communicating financial reports and analysis.
- Working with audit firms collaboratively to ensure 100% compliance and accountability per Sarbanes-Oxley requirements.
- Designed and implemented new billing review processes to ensure efficiency and accuracy.
- Day to day issues with treasury, operating cash flow activities and financial planning.

PROFESSIONAL EXPERIENCE:

2013 – Present *Budget and Fiscal Planning Analyst Senior - Budget and Management* Milwaukee, WI
City of Milwaukee

- Analyze budget proposals, financial reports and expenditures, and develop recommendations for budget allowances for 6 city departments.
- Act as a liaison between the Budget Office and the Mayor Office.
- Prepare budget and financial briefings for the Mayor and council members on various city budget

- Assist in the preparation of future year budget requests, ensuring operating plans are strategically aligned to City's mission, strategic requirements, and performance goals.
- Created and maintained spreadsheets used to assist in developing, monitoring, interpreting and presenting financial information.

2010 - 2013 *Department of Public Works - Infrastructure Services - Management & Accounting Officer*
(under-filling Business Operations Manager) *Milwaukee, WI*

City of Milwaukee

- Direct oversight and management of entry level accounts, clerical and administrative personnel
- Manage \$150M in State/Federal Capital Funds for paving and bridge projects and grant reimbursements.
- General office supervision and administration, filing, record retention, payroll corrections and coordination of telephones and cell phones for the Division.
- Analyze and maintain developers account for appropriate billing and revenue recognition.
- Implementing a procedure to meet the needs and new requirements of \$200M in WisDot & Fed billings.
- Serve as legislative liaison, prepare AIM reports, cost reports and project analysis for policy makers.

2008 - 2010 *Senior Accountant* *Waukesha, WI*

Navistar –International Truck & Engine

- Administered monthly closing process by preparing monthly journal entries, and performed monthly variance analysis of financial results completes various general ledger account reconciliations.
- Prepared various monthly and quarterly ad hoc analyses and reporting and reconciliations.
- Assisted in the preparation of 10Ks, 10Q and other SEC filings.
- Assisted with monthly reporting package preparation and analysis of results/variances.
- Documented and strengthened site controls to ensure compliance with company-wide SOX initiatives.

2007- 2008 *Management Accountant* *Milwaukee, WI*

Housing Authority - City of Milwaukee

- Reviewed and reconciled payments on all governmental contracts and programs, including complying with contracts language, preparing disbursements, and analyzing expenditures. Ensured the integrity of financial records for contract programs.
- Reconciled Various Government Grants and funding to ensure funds are being allocated to its appropriate expense account and provided general ledger account analysis.
- Coordinated both internal and external auditors, oversaw the payables department and bank reconciliations.
- Controlled cash flow, that includes monitor and approved all bank related transaction.

2003 – 2007 *Senior Financial Analyst/Accountant* *Muskego, WI*

SPX Dock Products

- Assisted in monthly financial closure and financial reporting, annual budget preparation and monthly outlooks.
- Entered and kept control over all assets that were either purchased or disposed.
- Reconciled G/L accounts and performed monthly analysis.
- Implemented Annual Physical Inventory and analyzed results.

EDUCATION:

Keller Graduate School

Masters Candidate in Management Accounting and Finance –with emphasis on CPA

Hofstra University

Bachelor of Science, Accounting

**PROFESSIONAL
ASSOCIATION**

Wisconsin Women In Government, City Of Milwaukee Pension Board (Elected)

City Of Milwaukee Deferred Compensation Board (Mayoral Appointee)

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: 7/1/2021		2. Present Incumbent:		Is incumbent underfilling position?	
3. Date Filled:		4. Previous Incumbent:		YES <input type="checkbox"/> NO <input type="checkbox"/> If YES, indicate Underfill Title in box 10.	
5. Department: Administration, Dept. of			Bureau: Division:		Unit: Section:
6. Work Location:			Telephone: Email:		Work Schedule: Hours: / Days:
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 checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
10. Official Title: Budget and Fiscal Policy Manager				Pay Range	Job Code
Underfill Title (if applicable):				2MX	4405
Requested Title (if applicable):					
Recommended Title (DER Use Only):				Approved by:	
				Date:	

11. BASIC FUNCTION OF POSITION:

12. Assists the Budget & Fiscal Policy Operations Manager in directing and managing a team of professional budget analysts in the conduct of budget analysis; budget administration; policy, productivity and management studies; and other analytic tasks related to major policy areas of City government.

Primarily responsible for policy direction of major city programs as well as functions and activities throughout the Budget and Management Division. Assists the Budget & Management Director and the Budget & Fiscal Policy Operations Manager in coordinating and managing the overall efforts of the Division.

Assume the duties of the Budget & Fiscal Policy Operations Manager in his/her absence. Represents the Director before various officials, policy-making bodies, and Common Council committees. Directs and manages certain major administrative activities of the Budget and Management Division.

13. 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
10	<ul style="list-style-type: none"> Assist the Budget & Fiscal Policy Operations Manager in overall budget analysis and development issues. This includes assisting in managing the activities of budget analysts assigned to analyzing matters relating to fiscal strategies and budget summarization
30	<ul style="list-style-type: none"> Independently analyze the annual budgets of two or three departments or funds for administrative and support operations of the City. Independently review and make field investigations of assigned departmental budgets. Interview department and division heads in relation to budgetary requests. Develop conclusions and recommendations on assigned budgetary requests and present and explain such recommendations to the budget director
10	<ul style="list-style-type: none"> Assist in preparing city-wide budget summarizations as assigned. Prepare summarizations, comparative data, budget analysis sheets, and related duties in conjunction with budget preparation and review. Make specific recommendations to the Budget and Management Director and summarize results and prepare data on final actions for publication

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:**

Bachelor's degree in public administration, economics, finance or related field or a related discipline is required. Master's degree is preferred. Five years of professional experience in municipal budgeting, policy analysis or key policy development area. Experience should be related to fiscal planning, budget management activities, policy/program analysis, or closely related field.

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

Analysis Skills: Demonstrated policy analysis and public administration skills. Significant experience in analysis and administration, or work in a public or private policy-making environment, is required.

Communication and Computer Skills: Demonstrated ability to produce and edit professional written reports, present and defend recommendations before policy making bodies, establish reasonable priorities among multiple conflicting work deadlines and exercise sound judgement in the identification, handling and presentation of highly sensitive issues. Knowledge and proficiency of computer software packages, including spreadsheets, word processing, and statistical packages.

Management Skills: Demonstrated ability to effectively direct the work of several professional analysts in the production of budget and policy/productivity/management analysis. Ability to exercise sound judgement in dealing with confidential and highly sensitive issues. Strong organizational ability in assigning and monitoring work to foster efficient use of staff and timely completion of projects

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.
<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.

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 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 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 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 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 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.)

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 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:

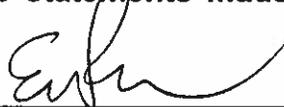
List equipment needed to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)

CHECK ALL THAT APPLY:

<input type="checkbox"/>	Camera and photographic equipment	<input checked="" type="checkbox"/>	Office Equipment (desk, chair, telephone, etc.)
<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 type="checkbox"/>	Handcart	<input checked="" type="checkbox"/>	PC software
<input type="checkbox"/>	Hand tools (<i>please list</i>):		
<input type="checkbox"/>	Office Machines (<i>check all that apply</i>): <input checked="" type="checkbox"/> Copier <input checked="" type="checkbox"/> Facsimile <input checked="" type="checkbox"/> Calculator <input type="checkbox"/> Cash register		
<input type="checkbox"/>	Other (<i>please list</i>):		

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.