



Department of Public Works
Operations Division- Sanitation Services

Jerrel Kruschke, P.E.
Commissioner of Public Works

Danielle A. Rodriguez, M.B.A.
Director of Operations

Rick Meyers
Sanitation Services Manager

February 22, 2023

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

RE: Request to Extend Temporary Appointment – Kaylyn Jennik

Dear Committee Members:

DPW Operations Division respectfully requests an additional ten-month temporary appointment to the position of Operations Human Resources (HR) Administrator for Ms. Kaylyn Jennik. The original temporary appointment began on November 27, 2022. In anticipation of its expiration, I respectfully request that the temporary appointment be extended from February 26-December 23, 2023.

This appointment is needed to support the HR functions of Fleet Services while three high-level manager positions are vacant. Ms. Jennik is currently the Operations Services Manager. She was selected for the HR Administrator position as she has a foundation of employee communication, technical ability, and a thorough understanding of our essential operations, particularly Snow and Ice Control. The work needed in this Section requires someone who can immediately initiate progress. Ms. Jennik is uniquely qualified to meet the need at this time.

Thank you for your consideration. If you have any questions or concerns, please contact myself, Danielle Rodriguez, Director of Operations (x3302 drodr@milwaukee.gov) or Makisha Porter, Operations Human Resources Administrator (x3255 or mmporte@milwaukee.gov).

Sincerely,

Danielle Rodriguez, M.B.A.
Director of Operations

DAR:mmp
cc: Dan Thomas





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



R. 07.08.19

NOTICE OF TEMPORARY APPOINTMENT

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

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

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

TEMPORARY APPOINTMENT / APPOINTEE DETAILS				
DEPARTMENT/DIVISION DPW/Operations	LAST NAME Jennik	FIRST NAME Kaylyn	INITIAL J	
AUTHORIZED POSITION TITLE Operations HR Administrator	PAY RANGE 1IX	F&P COMMITTEE APPROVAL DATE	REQUISITION # 9991	
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 2/26/2023	ANTICIPATED EXPIRATION DATE 12/23/2023	T.A. RATE OF PAY \$3,999.95	
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 appointment is needed to support the HR functions of Fleet Services while three high-level Manager positions are absent.				
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. Jennik was selected as she has a foundation of employee communication, technical ability, and thorough understanding of our essential operations, particularly Snow and Ice Control. The work needed in this Section needs someone who can hit the ground running. Ms. Jennik is uniquely qualified to meet the need at this time.				
PROVIDE INFORMATION TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS:				
<u>TRAINING AND EDUCATION:</u> Bachelor of Science - Public Administration & Political Science Certified Public Manager Various courses and seminars		<u>WORK EXPERIENCE:</u> 5 years as the Operations Services Supervisor/Manager 5 years in an administrative position 10 years as a Supervisor in Higher Ed.		<u>OTHER REQUIREMENTS (i.e. LICENSES)</u>
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	IF YES, CURRENT DEPARTMENT: DPW/Operations	CURRENT POSITION TITLE: Operations Services Manager	EMPLOYEE ID NUMBER: 022755	
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 Chuck Schumacher	SIGNATURE 	TITLE Ops Finance and Admin Mgr	DATE 2/20/23	
APPROVING OFFICER Danielle Rodriguez	SIGNATURE 	TITLE Director of Operations	DATE 2/20/23	
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
Jennik, Kaylyn Joy		February 20, 2023
POSITION TITLE	PAY RANGE	RATE OF PAY
Operations HR Administrator	1IX	\$3999.95

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

2/20/23

Date Signed

Danielle Rodriguez

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: 2/17/2021		2. Present Incumbent: NEW POSITION		Is incumbent underfilling position?	
3. Date Filled:		4. Previous Incumbent:		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
				If YES, indicate Underfill Title in box 10.	
5. Department: Department of Public Works			Bureau: Division: Operations		Unit: Section: Administration
6. Work Location: ZMB 6 th floor			Telephone: Email:		Work Schedule: Hours: M-F / Days: 8 – 4:45PM
7. Represented by a Union? <input type="checkbox"/> Yes <input 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: Operations Human Resources Administrator				Pay Range	Job Code
				11X	4245
Underfill Title (if applicable):		Requested Title (if applicable):			
Recommended Title (DER Use Only):				Approved by: Date:	

11. BASIC FUNCTION OF POSITION:

Under the direction of the Director of Operation, the Operations Human Resources Administrator provides leadership in the development and delivery of comprehensive human resources programs and processes, such as recruitment and retention, performance management, employee relations, professional development, coaching, change and organization design initiatives for the DPW Operations Division. This position also serves as key liaison with DPW Administrative Services and the Department of Employee Relations and administers FMLA, tracks leave usage, vacancies, probationary reviews and status, supports on-boarding and off-boarding and provide research assistance for reclassification studies and succession planning. As a member of the leadership team, the Operations Personnel Officer advises the Director of Operations and collaborates with the Administrative Services Division and other senior level managers on Human Resource 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
40	Human Resources Administration – Collaborate with DPW Operations leadership team in anticipating operational issues, identifying resource needs, and aligning and managing HR programs and support to achieve objectives. Serve as a trusted advisor to the leadership team and recommend strategic HR solutions to attract and retain employees and improve Operations service and delivery outcomes. Ensure compliance with state and federal employment laws, City Ordinances, Civil Service Rules, and work rules. Coordinates all personnel administration with DPW Administrative Services Division and the Department of Employee Relations. Develops, disseminates and periodically reviews departmental personnel and employment related policies, work rules and procedures, monitors compliance, and provides guidance and direction to managers and staff in relation to interpretation and uniform implementation within the department. Serve as departmental liaison to and attends meeting for Finance and Personnel and City Service Commission. Prepare communications including compensation and classification requests, salary ordinance and position ordinance changes and City Service Rule changes in collaboration with leadership.
20	Performance Management, Staff Development and Training – Administer performance management systems and compensation programs to ensure effectiveness, compliance and equity within the organization.

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
	Collaborate with Section managers and the Department of Employee Relations on market study, classification and job evaluations. Assess employee learning, training and development needs in collaboration with supervisors and managers. Develop and deliver effective training programs for all Operations employees. Oversees onboarding of new staff. Provide guidance and direction to managers regarding employee performance; perform complaint investigations; implementation of improvement plans and disciplinary matters in collaboration with leadership. Oversee pay progression programs as developed by the DER. Assist management with employee discipline matters.
20	Staffing, Succession and Workforce Planning - Develop strategies to achieve and maintain staffing levels to ensure appropriate service levels. Oversees all staffing functions and activities including job analysis and job evaluation, recruitment, examination, interviewing, background investigations, pre-placement and placement requirements, and compliance with civil service rules and policies. Oversee onboarding and probationary review process. Development and implementation of succession planning and workforce planning strategies in collaboration with leadership. Development and implementation of employee engagement and recognition programs.
10	Leave Administration - Develops and oversees implementation of the department's sick leave control policies. Administers FMLA and other leave legislation, ordinances and policies, and monitors usage. Partners with DPW Safety to determine accommodations or leave options under the Americans with Disabilities Act.
10	Racial Equity and Inclusion -Serves as the lead in racial equity and inclusion work within the division. Develops and implements ongoing REI accountability measures for the division. Develops and implements ongoing REI learning opportunities initiatives in collaboration with leadership.

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
	<ul style="list-style-type: none"> • Serves as back up to Operations Services Manager
	<ul style="list-style-type: none"> • Other duties as assigned
	<ul style="list-style-type: none"> •

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Director of Operations, Danielle Rodriguez

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

Overall strategic direction is given by the Director of Operations. This position works independently and autonomously to determine how to meet objectives and complete day-to-day functions.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = 1.

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
1	Program Assistant II
	Extent of Supervision Exercised (Select those that apply from list above, a - h)
	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, business administration, communications, psychology, public administration or related field. Five years of progressively responsible, professional human resources experience.

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.

ii. Knowledge, Skills and Abilities:

Knowledge

Knowledge of civil service administration. Knowledge of City of Milwaukee ordinances as they relate to employee regulations and benefits is desirable. Knowledge of human resource practices, including recruitment, onboarding, FMLA/ADAAA, employee relations, training and employee development, succession planning, and performance management. Knowledge of the laws, rules, and regulations governing the practices and procedures of human resources.

Skills

Written and oral communication skills. Strong customer service orientation. Interpersonal skills to effectively interact with multi-cultural and multi-discipline individuals. Intermediate computer skills using software programs such as Word and Excel and PowerPoint and Human Resource Management Software is preferred. Ability to advise and counsel managers and employees on human resources matters. Ability to read and interpret work related documents, city ordinances and rules. Skill in identifying complex human resources issues and reviewing related information in order to develop and evaluate options and implement solutions.

Abilities

Ability to interpret and effectively apply federal, and state employment and labor laws and city as they relate to human resource administration. Supervisory ability. Ability to respond calmly and effectively to the most sensitive and/or difficult inquiries or complaints and to maintain confidentiality. Ability to meet competing, challenging and ever changing priorities

Ability to develop long-range plans to solve complex problems or take advantage of opportunities; establish systematic methods of accomplishing goals. Ability to identify problems and opportunities; review possible alternative courses of action before selection; utilize information resources in decision making. Ability to effectively evaluate or makes independent decisions based upon experience, knowledge or training, without supervision. Ability to foster an environment of inclusion wherein all employees are treated respectfully, are valued for their strengths, and feel that they can safely express themselves. Ability to advise and counsel managers and employees on human resources matters. Ability to read and interpret work related documents, city ordinances and rules.

iii. Certifications, Licenses, Registrations:

HRCI (PHR, SPHR) or SHRM (SHRM-CP, SHRM-SCP) or IPMA-HR (IPMA-CP, IPMA-SCP) certification highly desirable.

Valid driver's license at time of appointment and throughout employment.

iv. Other Requirements:

Must be able to work some extended hours, weekends and/or holidays to provide service as needed for snow and ice control operations. Must be able to remain calm, professional and in control during emergencies and periods of stressful operations.

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.

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"/>	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.
<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 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 checked="" 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:

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.

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: 5%**

CHECK ALL THAT APPLY:

<input checked="" type="checkbox"/>	None: The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work).
<input type="checkbox"/>	The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes (i.e. warehouses, covered loading docks, garages, etc.)
<input type="checkbox"/>	The worker is subject to outside environmental conditions: No effective protection from weather.
<input type="checkbox"/>	The worker is subject to extreme cold: Temperatures below 32 degrees for period of more than one hour.
<input type="checkbox"/>	The worker is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour.
<input type="checkbox"/>	The worker is subject to noise: There is sufficient noise to cause the worker to shout in order to be heard above the surrounding noise level.
<input type="checkbox"/>	The worker is subject to vibration: Exposure to oscillating movements of the extremities or whole body.
<input type="checkbox"/>	The worker is subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places or exposure to chemicals.
<input type="checkbox"/>	The worker is subject to atmospheric conditions: One or more of the following conditions that affect the respiratory system or the skin: Fumes, odors, dust, mists, gases or poor ventilation.
<input type="checkbox"/>	The worker is subject to oil: There is air and/or skin exposure to oils and other cutting fluids.
<input type="checkbox"/>	The worker is required to wear a respirator.

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

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

CHECK ALL THAT APPLY:

<input 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 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 (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 as a personal characteristics that contribute to an individual's ability to perform well in the job, and any other special considerations.)

Must be professional in appearance and conduct. Must be responsive to a diverse population of employees and residents with care and concern to provided excellent service while maintaining city rules and regulations. Requires a high degree of integrity, discretion, confidentiality and good judgement. Must be diplomatic, tactful and courteous and work efficiently and effectively in an executive level setting as well as field office settings.

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


 _____ 2/21/23
 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.