



December 14, 2023

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

Dear Board of City Service Commissioners:

Pursuant to Rule IX, Section 2, Temporary Appointment the department is requesting an extension of the temporary appointment of Elizabeth Durkin to the position of Temporary Disease Intervention Specialist. This is the second request for exemption.

The Milwaukee Health Department continues to work through ARPA subawards. It is anticipated this work will continue for several months, therefore, we are requesting an extension of Elizabeth Durkin's temporary appointment to June 30, 2024.

If you have any questions, please contact Lindsey O'Connor at (414) 286-6406.

Thank you for your consideration.

Sincerely,

DocuSigned by:

Michael F Totoraitis

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Michael F. Totoraitis, PhD
Commissioner of Health



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 MHD	LAST NAME DURKIN	FIRST NAME ELIZABETH	INITIAL	
AUTHORIZED POSITION TITLE Temporary Disease Intervention Spec	PAY RANGE 9RN	F&P APPROVAL DATE n/a	REQUISITION # n/a	
UNDERFILL TITLE (IF APPLICABLE)	PAY RANGE	WAS THIS INDIVIDUAL FROM AN ELIGIBLE LIST? ☐ YES ☒ NO IF YES, REFERRAL #		
REASON FOR TEMPORARY APPOINTMENT ☐ During Leave of Absence of an employee who is expected to return ☒ To perform services of a temporary nature and for a limited period	EFFECTIVE DATE 12/31/2023	ANTICIPATED EXPIRATION DATE 06/30/2024	T.A. RATE OF PAY 25.00/hr	
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: continued work on the arpa subawards				
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:				
PROVIDE INFORMATION BELOW TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS:				
TRAINING AND EDUCATION:		WORK EXPERIENCE:		OTHER REQUIREMENTS (i.e. licenses)
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? ☐ YES ☒ NO	IF YES, CURENT DEPARTMENT:	CURRENT POSITION TITLE:	EMPLOYEE ID NUMBER: 034921	
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, DIRECTOR SUPERVISOR, OR TO ANY ELECTIVE OF APPOINTED CITY OFFICIAL? (Refer to CSC Rule VIII, Section 10 regarding nepotism) ☒ NO ☐ YES – EXPLAIN RELATIONSHIP:				
THIS TEMPORARY APPOINTMENT IS MADE IN ACCORDANCE WITH RULE IX, SECTION 2 OF THE CITY SERVICE COMMISSION AND IS LIMITED TO A PERIOD OF 90 DAYS UNLESS AN EXTENTION IS APPROVED BY THE COMMISSION.				
REPORTING OFFICER Lindsey O'Connor	SIGNATURE DocuSigned by: 	TITLE Health HR Administration	DATE 12/14/2023	
APPROVING OFFICER Michael F. Totoraitis	SIGNATURE DocuSigned by: 	TITLE Commissioner of Health	DATE 12/18/2023	
THIS SECTION FOR DER REVIEW				
DER REVIEW COMPLETED BY:	SIGNATURE	TITLE	DATE	

NOTICE OF TEMPORARY APPOINTMENT INSTRUCTIONS FOR SUPERVISORS/MANAGERS

Rule IX, Section 2 of the Rules of the City Service Commission allows a temporary appointment when services are to be rendered of a temporary character and for a limited period, or during the leave of absence of an employee who is expected to return to service.

The conditions under which a temporary appointment may be made include:

- A requirement that the Appointing Officer is required to inform DER of the duration of the temporary appointment along with the rate of compensation, the authority for employing such temporary service, and other conditions of employment.
- When the temporary appointment is made of an individual from an eligible list the assurance that the individual will retain certification rights for permanent appointment as though no temporary appointment had been made.
- The limitation of a 90 day period for temporary appointments and the Commission's discretion to authorize temporary appointments for longer periods.
- The understanding that temporary appointments do not confer upon the appointee any privilege of regular appointment, promotion, transfer or reinstatement to any position in the service.
 - A current regularly appointed City of Milwaukee employee who accepts a temporary appointment to a different position retains his/her current benefits and civil service status.
- The understanding that the person receiving the temporary appointment meets the minimum requirements established for the position and the rate of pay is determined by the appropriate provisions of the Salary Ordinance.
- The availability of a position authority to make the temporary appointment.

Procedure

The CSC Rule requires the appointing officer to inform DER of the temporary appointment. The NOTICE OF TEMPORARY APPOINTMENT form is to be completed and signed by the appointing authority and sent to DER in advance of making the temporary appointment, when possible - or no later than the close of the pay period in which the temporary appointment has been made. DER will determine if a temporary appointment is appropriate under the Rule.

The following documents must be attached to the NOTICE OF TEMPORARY APPOINTMENT form.

- A copy of the CURRENT JOB DESCRIPTION for the position that is being filled on a temporary basis
- A copy of the RESUME AND/OR EMPLOYMENT APPLICATION of the candidate selected for the temporary appointment
- A copy of the signed TEMPORARY APPOINTEE STATEMENT OF UNDERSTANDING

Filling a Temporary Appointment

Prior to making a temporary appointment, the hiring authority must confirm that:

- The department has authority to fill a vacant position OR has authority to utilize an auxiliary position
- The department has a business need to fill the job on a temporary basis
- The individual selected to fill the temporary appointment meets the minimum requirements of the job

Selecting Individuals to Fill a Temporary Appointment

The hiring authority, having the authority to fill a position, may select one of the persons on the eligible list who could have been certified for regular appointment. When it is not practicable to make such a temporary appointment from the eligible list, the employment of a non-eligible may be made, provided the individual selected meets the minimum requirements for the position.

An individual who has been seasonally laid off may be selected to fill a position on a temporary appointment provided the individual meets the minimum requirements for the position.

Temporary Appointment Employee Rights

A temporary appointment does not provide the individual with any privilege of regular appointment, promotion, transfer or reinstatement rights to any position in the service. An individual who has been selected from an eligible list to fill a position on a temporary appointment will remain on the eligible list and retain all rights to certification for permanent appointment according to the Rules.

An individual selected to fill a position on a temporary appointment who is a current City of Milwaukee employee will maintain his/her rights.

Expiration of Temporary Appointments

Temporary appointments are limited to a period of 90 days. The Commission may authorize temporary appointments of longer periods. If an extension to a temporary appointment has not been approved by the Commission, the temporary appointment must be expired.

Requesting an Extension of a Temporary Appointment

When the hiring authority determines a business need to extend the temporary appointment beyond the initial 90 day period, a request may be made to the City Service Commission. Generally extensions are considered for periods not exceeding three months. To request an extension the hiring authority should submit a written request including information about the nature of the work, the reason why a temporary appointment is necessary, the original date of temporary appointment, and the anticipated end date of the temporary appointment. The request will be reviewed by DER and then placed on the agenda for the next CSC meeting. The hiring authority will be notified of the meeting date and should plan to attend the meeting and be prepared to respond to any questions the Commissioners may have regarding the temporary appointment and need for extension.

Questions? Contact your department's Human Resources Officer or the Department of Employee Relations at 414.286.3751.



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 (<i>last, first, middle</i>) Elizabeth Durkin		DATE 12-14-2023
POSITION TITLE Temporary Disease Intervention Specialist	PAY RANGE 9RN	RATE OF PAY 25.00

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.

Elizabeth Durkin

DocuSigned by:
Elizabeth Durkin
D82F852D29C04B1...

12/14/2023

Temporary Appointment Applicant Signature

Date Signed

Lindsey O'Connor

DocuSigned by:
Lindsey O'Connor
D65FC8DF968F406

12/14/2023

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: 12/8/2022		2. Present Incumbent:		Is incumbent underfilling position?	
3. Date Filled:		4. Previous Incumbent:		YES ☐ NO ☒ If YES, indicate Underfill Title in box 10.	
5. Department: Health Department		Bureau: Division: Clinical Services		Unit: Section: Immunizations	
6. Work Location:		Telephone: Email:		Work Schedule: Hours: M-F / Days: 8-4:30 PM	
7. Represented by a Union? ☐ Yes ☒ No		8. Bargaining Unit: Non-Mgmt/Non-Rep If in District Council 48, which local?		9. FLSA Status (check one): ☐ Exempt ☒ Non-Exempt	
10.	Official Title: Temporary Disease Intervention Specialist Coordinator			Pay Range	Job Code
				9RN	2501TP
	Underfill Title (if applicable):				
	Requested Title (if applicable):				
Recommended Title (DER Use Only):				Approved by: Date:	

11. BASIC FUNCTION OF POSITION:

Under the title of Temporary Disease Intervention Specialist Coordinator, employees will act either as a ContactTracer or Case Investigator. Contact tracing is an evidence based public health practice designed to readily identify and connect with infected individuals, advise of isolation procedures, and collect and quickly notify all close contacts of quarantine. These positions will be the liaison with persons infected with COVID-19 and those who also may be affected by close contact. Duties and responsibilities include.

12. DESCRIPTION OF JOB (Check if description applies to **Official Title** ☒ or **Underfill Title** ☐):

A. ESSENTIAL FUNCTIONS/Duties and Responsibilities: (Refer to the "Guidelines for Preparing Job Descriptions" for instructions on determining Essential Functions.)

% of Time	ESSENTIAL FUNCTION
50	Identify and investigate patients with confirmed and probable diagnosis of COVID- 19.
40	Provide support to Contact Tracers who - identify monitor, and support contacts who have been exposed to, and possibly infected with COVID- 19
10	Contact exposed, suspected or confirmed infected individuals and advise to quarantine without violating patient confidentiality.

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
	•
	•
	•
	•
	•
	•

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	PERIPHERAL DUTY
	•
	•
	•
	•

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

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

E. SUPERVISION EXERCISED:

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

Direct Supervision: List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following:

or 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)

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

i. Education and Experience:

Background in community health, health education, or customer service role. Ideal candidates will also have experience with motivational interviewing, community resource navigation, or special populations (such as non-English speaking, homeless, medically complex, marginalized individuals, or other factors).

ii. Knowledge, Skills and Abilities:

Be knowledgeable about the principals of exposure, infection and infectious period so as to educate the public. independently manage workload that includes reaching out to contacts over the phone, maintaining case logs, and timely data entry.

Build and maintain trust with patients and contacts by exhibiting sensitive interpersonal and cultural sensitivity skills while interviewing and interacting with patients.

A clear understanding of patient confidentiality, including the ability to notify exposed individuals and advise quarantine without violating confidentiality.

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.

Excellent and sensitive interpersonal, cultural sensitivity, and interviewing skills such that they can build and maintain trust with patients and contacts.

The ability to grasp medical terms and principles of exposure, infection, and infectious periods.

Be able to independently manage workload that includes reaching out to contacts over the phone, maintaining case logs, and timely data entry.

Ability to maintain a distraction-free work area.

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:

☐	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.
☐	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.
☐	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.
☐	Kneeling: Bending legs at knee to come to a rest on knee or knees.
☐	Crouching: Bending the body downward and forward by bending leg and spine.
☐	Crawling: Moving about on hands and knees or hands and feet.
☐	Reaching: Extending Hand(s) and arm(s) in any direction.
☐	Standing: Particularly for sustained periods of time.
☐	Walking: Moving about on foot to accomplish tasks, particularly for long distances.
☐	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.
☐	Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
☐	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.
☒	Fingering: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
☐	Grasping: Applying pressure to an object with fingers and palm.

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.

☐	Feeling: Perceiving attributes of objects such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips.
☒	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.
☒	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.
☒	Repetitive Motions: Substantial movements (motions) of the wrist, hands, and/or fingers.
☐	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:

☒	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.
☐	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.
☐	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.
☐	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.
☐	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:

☒	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).
☐	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.)
☐	Mobile Equipment Operators: This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
☐	Other: This is a minimum standard based on the criteria of accuracy and neatness of work for janitors, sweepers, etc.

J. THE CONDITIONS THE WORKER WILL BE SUBJECT TO IN THIS POSITION:

List the environmental/working conditions to which the employee may be exposed while performing the essential functions of the job. Include scheduling considerations such as on-call for emergencies, rotating shift, etc. **Approximate Percentage of time performing field work:** 0%

CHECK ALL THAT APPLY:

☒	None: The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work).
☐	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 worker is subject to outside environmental conditions: No effective protection from weather.
☐	The worker is subject to extreme cold: Temperatures below 32 degrees for period of more than one hour.
☐	The worker is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour.
☐	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.
☐	The worker is subject to vibration: Exposure to oscillating movements of the extremities or whole body.
☐	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.

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

☐	The worker is 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.
☐	The worker is subject to oil: There is air and/or skin exposure to oils and other cutting fluids.
☐	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:

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



Lindsey O'Connor 12/28/2023

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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.