



Office of the City Clerk

**Jim Owczarski**  
City Clerk  
jowcza@milwaukee.gov

**Dana J. Zelazny**  
Deputy City Clerk  
d.zelazny@milwaukee.gov

May 12, 2026

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

Dear City Service Commissioners:

The Common Council – City Clerk’s Office respectfully requests a temporary appointment to the position of Administrative Specialist for Ms. Latasha Williamson, retroactive to May 29, 2022, and ending on November 9, 2025.

During the period in question, Ms. Williamson was allowed to go on a Leave of Absence from her position as an Administrative Assistant II in the City Clerk’s Office to accept an exempt position of Executive Administrative Assistant II, also in the City Clerk’s Office. She subsequently returned from the Leave of Absence to the Administrative Assistant II position. However, it appears that Ms. Williamson, though an employee of more than 10 years of City service, had not yet fulfilled the probationary period in the Administrative Assistant II position prior to accepting the exempt appointment.

Working in collaboration with the Department of Employee Relations, this retroactive temporary appointment as an Administrative Specialist, a title in the same pay range as an Executive Administrative Assistant II, was identified as a means of correcting the improper Leave of Absence, while ensuring that a City-wide market study/matrix placement implemented for the Administrative Assistant II position during the period in question is applied to Ms. Williamson retroactive to her return to that position on November 9, 2025.

Thank you for your consideration. If you have any questions or concerns, please contact me directly.

Sincerely,

Dana Zelazny  
Deputy City Clerk



# JOB DESCRIPTION

<b>FOR DER USE ONLY</b>	
<b>Vacancy No.</b>	
City Service Commission: _____	Finance Committee: _____
Fire & Police Commission: _____	Common Council: _____

**Instructions:** Complete all sections. Refer to the *Guidelines for Preparing Job Descriptions* for instructions on completing specific items.

<b>1. Date Prepared/ Revised:</b> Various		<b>2. Present Incumbent:</b> Various		<b>Is incumbent underfilling position?</b>		
<b>3. Date Filled:</b> Various		<b>4. Previous Incumbent:</b> Various		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> <i>If YES, indicate Underfill Title in box 10.</i>		
<b>5. Department:</b> Common Council - City Clerk			<b>Bureau:</b>		<b>Unit:</b>	
			<b>Division:</b> Central Administration		<b>Section:</b>	
<b>6. Work Location:</b> Rm. 205 - City Hall			<b>Telephone:</b> 286-2221		<b>Work Schedule:</b>	
			<b>Email:</b>		Hours: 8am-4:45pm / Days: M-F	
<b>7. Represented by a Union?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<b>8. Bargaining Unit:</b> Non-Mgmt/Non-Rep <b>If in District Council 48, which local?</b>			<b>9. FLSA Status (check one):</b> <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	
<b>10.</b>	<b>Official Title:</b> Executive Administrative Assistant II			<b>Pay Range</b>	<b>Job Code</b>	<b>EEO Code</b>
				2CN	4078	204
	<b>Underfill Title (if applicable):</b>		<b>Administrative Specialist</b>		2CN	
	<b>Requested Title (if applicable):</b>					
<b>Recommended Title (DER Use Only):</b>				Approved by: _____		
				Date: _____		

**11. BASIC FUNCTION OF POSITION:**

Serves as general assistant and confidential secretary to the Office of the President of the Common Council. To serve as assistant and back-up person for the positions of Staff Assistant and Legislative Assistant.

**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%	• Serves as general assistant and confidential secretary to the of the Council President. In this capacity: takes dictation, composes letters, screens telephone calls and visitors, sets up appointments, types all correspondence and reports, processes mail and maintains office calendar.
15%	• Follow-up on constituent and citizen requests and complaints.
15%	• Assists and advises the Council President, Staff Assistant and Legislative Assistant in planning and carrying out district as well as city services
10%	• Arranges meetings, schedules and calendar for the Council President and Staff Assistant. Serves as liaison between Council members and city departments
10%	• Coordinates aldermanic mailings and other mailing projects as deemed necessary by Council President.
5%	• Performs assigned research for the Council President and Staff Assistant or coordinates through the Legislative Reference Bureau..
5%	• Performs other related duties as assigned by the Council President and Staff Assistant.
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**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.



### 13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED

The Americans with Disabilities Act of 1993 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"/>	<b>Climbing:</b> 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"/>	<b>Balancing:</b> 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"/>	<b>Stooping:</b> 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"/>	<b>Kneeling:</b> Bending legs at knee to come to a rest on knee or knees.
<input type="checkbox"/>	<b>Crouching:</b> Bending the body downward and forward by bending leg and spine.
<input type="checkbox"/>	<b>Crawling:</b> Moving about on hands and knees or hands and feet.
<input type="checkbox"/>	<b>Reaching:</b> Extending Hand(s) and arm(s) in any direction.
<input type="checkbox"/>	<b>Standing:</b> Particularly for sustained periods of time.
<input type="checkbox"/>	<b>Walking:</b> Moving about on foot to accomplish tasks, particularly for long distances.
<input type="checkbox"/>	<b>Pushing:</b> 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"/>	<b>Pulling:</b> Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
<input type="checkbox"/>	<b>Lifting:</b> 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"/>	<b>Fingering:</b> Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
<input type="checkbox"/>	<b>Grasping:</b> Applying pressure to an object with fingers and palm.
<input type="checkbox"/>	<b>Feeling:</b> 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"/>	<b>Talking:</b> 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"/>	<b>Hearing:</b> 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"/>	<b>Repetitive Motions:</b> Substantial movements (motions) of the wrist, hands, and/or fingers.
<input type="checkbox"/>	<b>Driving:</b> 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"/>	<b>Sedentary Work:</b> 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"/>	<b>Light Work:</b> 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"/>	<b>Medium Work:</b> 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"/>	<b>Heavy Work:</b> 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.

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<input type="checkbox"/>	<b>Very Heavy Work:</b> 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.
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**I. VISUAL ACUITY REQUIREMENTS:** (List the visual acuity requirements that are essential functions of the job.)

**CHECK ONE:**

<input checked="" type="checkbox"/>	<b>Operators (Electronic Equipment), Inspection, Close Assembly, Clerical, Administrative:</b> 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"/>	<b>Machine Operators, Mechanics, Skilled Tradespeople:</b> 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"/>	<b>Mobile Equipment Operators:</b> This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
<input type="checkbox"/>	<b>Other:</b> This is a minimum standard based on the criteria of accuracy and neatness of work for janitors, sweepers, etc.

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

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

**CHECK ALL THAT APPLY:**

<input checked="" type="checkbox"/>	<b>None:</b> The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work).
<input type="checkbox"/>	<b>The worker is subject to inside environmental conditions:</b> Protection from weather conditions but not necessarily from temperature changes (i.e. warehouses, covered loading docks, garages, etc.)
<input type="checkbox"/>	<b>The worker is subject to outside environmental conditions:</b> No effective protection from weather.
<input type="checkbox"/>	<b>The worker is subject to extreme cold:</b> Temperatures below 32 degrees for period of more than one hour.
<input type="checkbox"/>	<b>The worker is subject to extreme heat:</b> Temperatures above 100 degrees for periods of more than one hour.
<input type="checkbox"/>	<b>The worker is subject to noise:</b> There is sufficient noise to cause the worker to shout in order to be heard above the surrounding noise level.
<input type="checkbox"/>	<b>The worker is subject to vibration:</b> Exposure to oscillating movements of the extremities or whole body.
<input type="checkbox"/>	<b>The worker is subject to hazards:</b> 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"/>	<b>The worker is subject to atmospheric conditions:</b> 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"/>	<b>The worker is subject to oil:</b> There is air and/or skin exposure to oils and other cutting fluids.
<input type="checkbox"/>	<b>The worker is required to wear a respirator.</b>

**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 (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.)

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

DocuSigned by:  
*Dana Belazny*

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*Signature of Department Head or Designated Representative*

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**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](mailto:DERCERTIFICATION@MILWAUKEE.GOV)**

<b>TEMPORARY APPOINTMENT / APPOINTEE DETAILS</b>			
<b>DEPARTMENT/DIVISION</b> Common Council City Clerk's Of	<b>LAST NAME</b> Williamson	<b>FIRST NAME</b> Latasha	<b>INITIAL</b>
<b>AUTHORIZED POSITION TITLE</b> Administrative Specialist	<b>PAY RANGE</b> 2CN	<b>F&amp;P COMMITTEE APPROVAL DATE</b> NA	<b>REQUISITION #</b> NA
<b>UNDERFILL TITLE (IF APPLICABLE)</b>	<b>PAY RANGE</b>	<b>WAS THE INDIVIDUAL HIRED FROM AN ELIGIBLE LIST?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No      If yes, Referral #	
<b>REASON FOR TEMPORARY APPOINTMENT</b> <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	<b>EFFECTIVE DATE</b> 5/29/2022	<b>ANTICIPATED EXPIRATION DATE</b> 11/9/2025	<b>T.A. RATE OF PAY</b> Various
<b>ATTACH A COPY OF THE CURRENT JOB DESCRIPTION &amp; A RESUME IN ADDITION TO COMPLETING THE INFORMATION BELOW</b>			
<b>PROVIDE AN EXPLANATION OF WHY THE TEMPORARY APPOINTMENT IS NEEDED:</b> To immediately provide support to Council President for scheduling, office administration, receiving guests, and carrying out other duties as assigned; preference for a current City employee with pre-existing knowledge of City Clerk and aldermanic office operations for rapid on-boarding.			
<b>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:</b> Review of current department staff with applicable knowledge of office operations; Ms. Williamson was selected based on her experience working in the City Clerk's Office as an Administrative Assistant II; this position provides occasional support to aldermanic offices during staff outages, is responsible for covering the City Clerk's Office reception desk and phone line daily, and posting public notices. Ms. Williamson also had extensive knowledge of general City operations from her time with DNS.			
<b>PROVIDE INFORMATION TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS:</b>			
<b>TRAINING AND EDUCATION:</b> College credits from UW Oshkosh College credits from MATC	<b>WORK EXPERIENCE:</b> 10 years as a Residential Code Enforcement Inspector in DNS and 5 months as an Administrative Assistant II in the City Clerk's Office.	<b>OTHER REQUIREMENTS (i.e. LICENSES)</b>	
<b>IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>IF YES, CURRENT DEPARTMENT:</b> Common Council City Clerk's Of	<b>CURRENT POSITION TITLE:</b> Administrative Assistant II	<b>EMPLOYEE ID NUMBER:</b> 022695
<b>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.)</b> <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes – Explain Relationship			
<b>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.</b>			
<b>REPORTING OFFICER</b> <small>DocuSigned by:</small> Dana Belaguy	<b>SIGNATURE</b>	<b>TITLE</b> Deputy City Clerk	<b>DATE</b> 5/7/2026
<b>APPROVING OFFICER</b> <small>DocuSigned by:</small> Dana Belaguy	<b>SIGNATURE</b>	<b>TITLE</b> Deputy City Clerk	<b>DATE</b> 5/7/2026
<b>THIS SECTION FOR DER REVIEW</b>			
<b>DER REVIEW COMPLETED BY:</b>	<b>SIGNATURE</b>	<b>TITLE</b>	<b>DATE</b>



## LATASHA WILLIAMSON

### QUALIFICATION SUMMARY

Kind, dependable team player with strong listening and problem-solving skills. Attentive to others' needs and able to assess situations thoughtfully to find effective solutions. Known for taking initiative, working well under pressure, meeting goals, and managing deadlines with a positive, responsible attitude.

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### KEY SKILLS

- Team Leader/Player
  - Productive during stressful situations
  - Strong Computer Skills
  - CPR Trained
  - Public Communications
  - Problem Solving
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### PROFESSIONAL EXPERIENCE

- **June 2004 - Aug 2008**  
After School/ Summer Camp Staff Worker: Congress Elementary School  
Supported and supervised children in K4/K5 during after-school care and summer programming.
  - **February 2010- December 2011**  
Utility Steward: Potawatomi Bingo Casino  
responsible for maintaining high sanitation standards in food service areas by cleaning dishes, equipment, and workstations. Key duties include operating dish machines, transporting equipment, and ensuring compliance
  - **December 2011- August 2012**  
Sports Bar Prep Cook: Potawatomi Bingo Casino  
prepared ingredients, maintained food safety, and supported kitchen stations in a fast-paced environment
  - **August 2012- August 2015**  
Code Enforcement Intern  
Performed field inspections, identified building code violations, and engaged in community outreach to improve neighborhood conditions.
  - **August 2015- January 2022**  
Residential Code Inspector  
Conducted inspections of residential properties (1-2 family homes, condos, apartments) to ensure compliance with city and state building, zoning, and health codes.
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- **January 2022- May 2022**  
Administrative Assistant II  
provide essential clerical, secretarial, and customer service support to the Common Council- City Clerk's office
- **May 2022- November 2025**  
Executive Administrative Specialist  
Managed schedules, communications, meetings, travel coordination, confidential information, special projects, and maintained day-to-day office needs for the Common Council President.
- **November 2025- March 2026**  
Administrative Assistant II  
Provide essential clerical, secretarial, and customer service support to the Common Council- City Clerk's office.
- **April 2026- Present**  
Legislative Assistant  
Provide staff assistance to the Common Council member representing the City of Milwaukee's 2nd District.

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## EDUCATION

- UW-Oshkosh 2008-2009  
Oshkosh, WI
- MATC 2012-2014  
Milwaukee, WI
- MATC 2020-2024  
Oak Creek, WI

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\*\*\*REFERENCES PROVIDED UPON REQUEST

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