



MILWAUKEE
PUBLIC LIBRARY

Joan Johnson
Director

February 15, 2023

Mr. Harper Donahue, IV, Director
Department of Employee Relations
City of Milwaukee
City Hall - Room 706
Milwaukee, WI 53202

Dear Mr. Donahue:

Pursuant to **Civil Service Rule X, Section 2**, the Milwaukee Public Library respectfully requests your approval to extend the temporary appointments of David Farrar and Shoua Yang to the position of Librarian I at the Milwaukee Public Library. This position is responsible for providing proactive customer service and reference assistance at our branch libraries.

David Farrar and Shoua Yang were approved for temporary appointments on December 11, 2022 through March 11, 2023, with the Library's intention to end these appointments as soon as permanent candidates were selected for the positions. The Library recently completed the interview process to select permanent replacements, and we are in the final stages of job offers, with the anticipation new candidates will start by May 2023. Therefore, we are requesting approval to extend these temporary appointments from March 11, 2023 until July 15, 2023 to continue providing coverage to our branch libraries while new hires are trained and onboarded into their new roles.

The Library Human Resources Administrator, Victoria Robertson, will be available at the next City Service Commission meeting to answer questions or concern.

Respectfully submitted,

A handwritten signature in blue ink that reads "Joan R. Johnson".

Joan Johnson
Library Director





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



NOTICE OF TEMPORARY APPOINTMENT

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

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

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

TEMPORARY APPOINTMENT/APPOINTEE DETAILS			
DEPARTMENT/DIVISION MILWAUKEE PUBLIC LIBRARY	LAST NAME Farrar	FIRST NAME David	INITIAL J
AUTHORIZED POSITION TITLE Librarian III	PAY RANGE 2GN	F&P APPROVAL DATE 10/26/22	REQUISITION # 9892
UNDERFILL TITLE (IF APPLICABLE) Librarian I	PAY RANGE 2EN	WAS THIS INDIVIDUAL FROM AN ELIGIBLE LIST? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO IF YES, REFERRAL #	
REASON FOR TEMPORARY APPOINTMENT <input type="checkbox"/> During Leave of Absence of an employee who is expected to return <input checked="" type="checkbox"/> To perform services of a temporary nature and for a limited period	EFFECTIVE DATE 3/11/2023	ANTICIPATED EXPIRATION DATE 7/15/2023	T.A. RATE OF PAY \$2,356.92 biweekly
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: The Library currently has 7 Librarian III vacancies. We have recently completed the interview process and are in the final stages of job offers. We are requesting approval to extend this Temporary Appointment from 3/11/23 to 7/15/23 to continue providing staffing coverage at our branch libraries while new hires are trained and onboarded in their new roles.			
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: Mr. Farrar was selected based on his interview with 3 Library Managers and on his work experience and education.			
PROVIDE INFORMATION BELOW TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS:			
TRAINING AND EDUCATION: Master of Library & Information Science, UW-Milwaukee 2021 Bachelor of Arts in History, Whitworth University, 2009	WORK EXPERIENCE: Library Assistant for 1 year at Princeton Theological Seminary's Wright Library	OTHER REQUIREMENTS (i.e. licenses)	
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	IF YES, CURENT DEPARTMENT:	CURRENT POSITION TITLE:	EMPLOYEE ID NUMBER:
IS THE INDIVIDUAL BEING GIVEN THIS TEMPORARY APPOINTMENT RELATED BY BLOOD OR MARRIAGE TO THE APPOINTING OFFICER, ANY MEMBER OF THE APPOINTING BOARD OR BODY, DIRECTOR SUPERVISOR, OR TO ANY ELECTIVE OF APPOINTED 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 EXTENTION IS APPROVED BY THE COMMISSION.			
REPORTING OFFICER Victoria Robertson	SIGNATURE 	TITLE HR Officer	DATE 2/20/23
APPROVING OFFICER Joan Johnson	SIGNATURE 	TITLE Library Director	DATE 2/15/23
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
Farrar, David J.		2/17/2023
POSITION TITLE	PAY RANGE	RATE OF PAY
Librarian I	2EN	\$2,356.92 biweekly

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

2/18/23
 Date Signed


 Witness Name (Print)

2/18/23
 Witness Signature

David Farrar



Educational Summary

Bachelor of Arts in History, Whitworth University, 2009

Masters of Library and Information Science, information technology concentration, University of Wisconsin-Milwaukee, 2021

Summary of Skills and Qualifications

Experience with Microsoft Word, Excel, PowerPoint, and Access; Experience with multiple types of database, including SQL and NoSQL; comfortable working with web design and capable of using HTML, CSS, and JS; Proficient with Python; knowledge of multiple metadata standards.

Experience

Custodian 2022

Atonement Lutheran Church 414 422-0400

Supervisor: Lynn Erickson

Vacuuming, sanitizing, and general cleaning of building facilities, managing and reordering supplies, modifying room set-ups for various events

2018-2019

Office Volunteer

Food Bank of Contra Costa and Solano 925-676-7543

Supervisor: Patty McDowell

Website maintenance and content updating, edited newsletters and in-house instructional guidelines, and data entry.

Customer Service 2019

Whole Foods 925-938-5305

Supervisor: Ruth Jewett

Assisted customers with locating goods throughout the store; checked out customers; and assisted grocery, produce, and floral departments.

Paralegal 2015-2016

Bergquist, Wood, McIntosh and Seto 925-938-6100

Supervisor: Bruce McIntosh

Created an index to facilitate searching for content within a large collection of case documents. Provided technical assistance for software and network issues. Upgraded the office's computer hardware and software systems. Presented reports on relevant laws and precedents.

Library Assistant 2013-2014

Princeton Theological Seminary's Wright Library 609-497-7915

Supervisor: Sarita Ravindar

Assisted students researching within college library system, weeded books and periodicals from collection, and entered new materials into circulation.



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TEMPORARY APPOINTMENT/APPOINTEE DETAILS			
DEPARTMENT/DIVISION MILWAUKEE PUBLIC LIBRARY	LAST NAME YANG	FIRST NAME SHOUA	INITIAL
AUTHORIZED POSITION TITLE Librarian III	PAY RANGE 2GN	F&P APPROVAL DATE 11/15/22	REQUISITION # 9951
UNDERFILL TITLE (IF APPLICABLE) Librarian I	PAY RANGE 2EN	WAS THIS INDIVIDUAL FROM AN ELIGIBLE LIST? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO IF YES, REFERRAL #	
REASON FOR TEMPORARY APPOINTMENT <input type="checkbox"/> During Leave of Absence of an employee who is expected to return <input checked="" type="checkbox"/> To perform services of a temporary nature and for a limited period	EFFECTIVE DATE 3/11/2023	ANTICIPATED EXPIRATION DATE 7/15/2023	T.A. RATE OF PAY \$2,356.92 biweekly
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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. Yang was selected based on her interview with 3 Library Managers and on her work experience and education.			
PROVIDE INFORMATION BELOW TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS:			
TRAINING AND EDUCATION: Master of Library & Information Science, UW-Milwaukee, 2022 Bachelor of Arts in English, UW-Milwaukee, 2009	WORK EXPERIENCE: 13 years experience in administrative, healthcare, and teaching positions	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: Milwaukee Public Library	CURRENT POSITION TITLE: Library Circulation Services Representative (Temp Appt)	EMPLOYEE ID NUMBER: 036238
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) <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES – EXPLAIN RELATIONSHIP:			
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THIS SECTION FOR DER REVIEW			
DER REVIEW COMPLETED BY:	SIGNATURE	TITLE	DATE



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SECTION I. TO BE COMPLETED BY HIRING AUTHORITY – PLEASE TYPE OR PRINT LEGIBLY

APPLICANT NAME (last, first, middle)	DATE
Yang, Shoua	2/17/2023
POSITION TITLE	PAY RANGE
Librarian I	2EN
	RATE OF PAY
	\$2,356.92 biweekly

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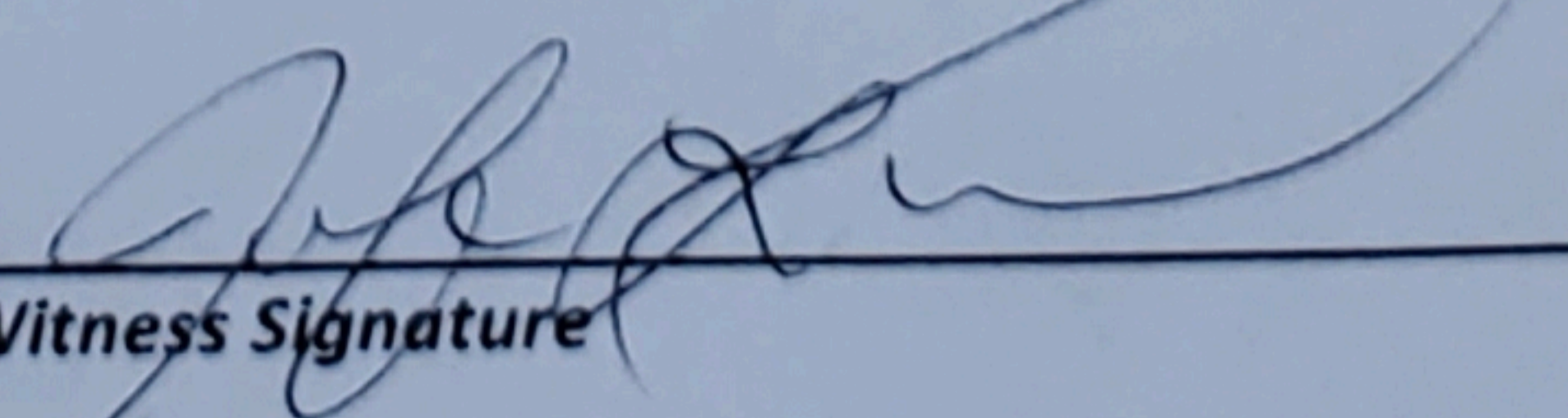
 Temporary Appointment Applicant Signature

2/17/23

 Date Signed

Jennifer Webb

 Witness Name (Print)



 Witness Signature

SHOUA YANG

OBJECTIVE

Hard working professional with 10 years of experience and a proven knowledge of peer counseling, education administration, and training and development. Recent MLIS graduate, aiming to leverage my skills to successfully take on an entry-level librarian position in a fast-paced organization where excellent information management will be utilized in helping patrons locate and utilize information.

SKILLS

- Bilingual in English and Hmong
- Competent in knowledge of trends and effective research methods
- Experienced in providing instructions and training
- Detailed-oriented and fine organizational skills
- Experienced in OPAC and other databases
- Excellent conflict resolver and communicator
- Strong interpersonal verbal and analytical skills
- Skilled in Word, Photoshop, Power Point, Excel and Teams

EDUCATION

University of Wisconsin Milwaukee, Milwaukee WI – MLIS, Master of Library Information: 4.0 GPA (May 2022)

University of Wisconsin Milwaukee, Milwaukee WI – BA English, Coursework in Linguistics and Language (May 2009)

WORK EXPERIENCE

Iris Medicaid Waiver Program

Participant-hired Worker, Care Assistant – November 2018-current

- Assisted in daily care and activities of elderly and disability individuals, as well as training participants and family members in nutrition, personal hygiene, and personal care.
- Provided information about available community resources and programs on health, education, care goods and services to achieve desired outcomes for long-term service and support plans.
- Recorded, monitored, reported changes, and calculated results for long-term care and budget plans.

Waukesha County Health & Human Services Department

Unit Lead, Disease Investigator – August 2020-July 2021

- Effectively supervised, trained, assigned duties, coordinated meetings and agendas, answered and resolved problems, and established and maintained working relationships with all staff.

- Successfully interacted, established, and maintained working relationships with patients from diverse cultural and socioeconomic backgrounds.
- Written, edited, and approved policies, scripts, and protocols for accurate updated information about COVID19 isolation and quarantine procedures.
- Collected and recorded information from case interviews, timely and accurately within the Wisconsin Electronic Disease Surveillance System (WEDSS).
- Acted as a lead systems specialist for monitoring, organizing, and distributing all incoming cases from different counties within Wisconsin.

Lily Pad Childcare, LLC

HR Generalist, Administrator – January 2016-December 2018

- Planned and conducted new employee orientation to foster positive attitude organizational objectives. Recruit, interview, and select applicants.
- Administrative work: organized, directed, supervised, and coordinated work activities of subordinates and staff relating to employment, compensation, labor relations, and employee relations.
- Analyzed statistical data and reports to identify and determine cause of personnel problems and develop recommendations for improvement of organization's personnel policies and practices.
- Interviewed and assisted with the enrollment process. Observed, evaluated children's development quarterly, and designed and planned curriculum to meet age-appropriate developmental lesson plans.
- Researched and networked to find health and educational resources for parents and children. Worked with agencies such as Department of Children and Families, Wisconsin Early Childhood Association, YoungStar, 4C-Milwaukee, Wisconsin Works (W2), Milwaukee Public Library Summer and Book programs, Book fairs, Scholastic Book Clubs, and more.

Mee Family Childcare

Administrator, Teacher – January 2009-December 2015

- Planned, directed, and monitored instructional methods and content of educational, vocational, or student activity programs for ages 4 weeks to 12 years old and special education for children with disabilities.
- Utilizing suitable teaching materials such as books, songs, and toys to explore teaching methods such as story-time, imagination, computers, media, and games to enhance children's abilities and literacy.
- Acted as an outreach advocate for single and low-income parents, as well as assisting in building solutions and family relationships with health and educational activities and events.

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: 5/30/2021	2. Present Incumbent: STANDARD	Is incumbent underfilling position? YES <input type="checkbox"/> NO <input type="checkbox"/> <i>If YES, indicate Underfill Title in box 10.</i>		
3. Date Filled:	4. Previous Incumbent: N/A			
5. Department: Milwaukee Public Library		Division: Public & Subject Services, Branch Services		Unit: Various
6. Work Location: Central Library, 814 W Wisconsin Avenue or Branch Library		Telephone: Email:		Work Schedule: 40 hours/week. Rotating shifts, 8am-8pm, Sunday-Saturday, evenings & weekends required
7. Represented by a Union? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	8. Bargaining Unit: If in District Council 48, which local? 426		9. FLSA Status (check one): <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	
1 Official Title: Librarian I	Pay Range		Job Code	EEO Code
	2EN		2606DC	209
	Underfill Title (if applicable):			
Requested Title (if applicable):				
Recommended Title (DER Use Only):			Approved by: Date:	

11. BASIC FUNCTION OF POSITION:

Under supervision, this position performs basic bibliographic, reference, reader advisory and program work, with an increasing acceptance of responsibility. Regularly serves as Librarian-in-charge when assigned to a branch library.

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
70%	REFERENCE & CUSTOMER SERVICE: Assists adults, young adults, and children in the selection and location of print and non-print materials and information, and in the use of the online catalog, electronic databases, the Internet, microform, and other indexes, bibliographies, and reference tools. Proactively assists the public with self-service resources including checkout, photocopiers, printers, computers, software applications, e-commerce, online registration, and holds-pickup. Conducts appropriate reference interviews; performs ready reference and general reference services. Provides readers advisory service to adults and youth using appropriate reference tools and personal and professional knowledge of readers, collections, genres, popular and newsworthy titles. Conducts interviews to determine reading interests to facilitate appropriate recommendations. Alerts users to the community's organizations and functions, which may be of assistance to them. Writes reviews. Sets up displays or regular exhibits.
10%	COLLECTION DEVELOPMENT AND MAINTENANCE: Recommends library materials such as books, pamphlets, periodicals, multimedia, electronic reference resources, technology, etc., for inclusion in or withdrawal from the collections either by gift or purchase; facilitates such inclusion by preliminary review and organization of available materials keeping in mind community needs and collection goals. Organizes and/or classifies library materials; assists in the creation and maintenance of library data files such as online indices and digital collections. Is knowledgeable of technology trends, new developments and best practices. Supports direct reports who work with volunteers; identifies new volunteer opportunities and develops job descriptions.
10%	RESOURCE DEVELOPMENT AND KNOWLEDGE: Assists in the creation and organization of information from community and/or library resources, literacy collections and others to meet users needs. Becomes knowledgeable about resources and actively promotes their use.

Education and Experience:

1. Graduation from an accredited college or university.
2. Masters degree in Library Science or an equivalent degree from an ALA-accredited graduate library school.

Knowledge, Skills and Abilities:

1. Excellent customer service skills and able to deescalate and resolve basic to intermediate patron challenges tactfully and satisfactorily.
2. Ability to work effectively with diverse staff and patrons of various cultural, educational, and economic backgrounds, ages, and literacy levels to interpret their reading and informational needs, with an understanding of the social responsibilities of an urban public library in an era of information access and technological change.
3. Excellent interpersonal and collaboration skills; ability to foster an environment of inclusion wherein all are treated respectfully, are valued for their strengths, and feel that they can safely express themselves.
4. Knowledge of computers, online catalogs, databases, networks, the Internet, and their application for library use. Proficient computer skills, including Microsoft Office suite
5. Basic knowledge of modern urban public library organization, procedures, policies, mission, goals and services.
6. Knowledge of the Milwaukee Public Library System, its resources, programs and agencies.
7. Ability to lead and provide support to less experienced reference or other staff.
8. Creative problem-solving skills: develop feasible, realistic solutions to basic to intermediate problems; recommend actions designed to prevent problems from recurring
9. Planning and Organizing: develop basic long-range plans to solve basic problems or take advantage of opportunities; establish systematic methods of accomplishing goals.
10. Analytical Ability: identify problems and opportunities; review possible alternative courses of action before selection; utilize available information resources in decision making.
11. Ability to participate in TV and radio programs. Ability to conduct formal library programs and to speak before groups.
12. Ability to represent the library, its policies and programs, before a variety of community groups and agencies.
13. Broad range of reading interests, with a developing knowledge of a particular subject or subjects
14. Initiative, ability to work both independently and as a team worker, contributing to an inclusive and respectful workplace.
15. Dependability: prompt, reliable, able to maintain good attendance record.
16. Excellent oral and written communication skills.

Certifications, Licenses, Registrations:

Other Requirements:

1. Able to work rotating Library work hours, Sunday – Saturday, 8 am – 8 pm, including evenings and weekends.
2. Able to provide emergency assistance at locations throughout the system as needed.

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.

A. 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 checked="" type="checkbox"/>	Kneeling: Bending legs at knee to come to a rest on knee or knees.

<input type="checkbox"/>	None: The worker is not substantially exposed to adverse environmental conditions (<i>such as typical office or administrative work</i>).
<input checked="" type="checkbox"/>	The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes (<i>i.e. warehouses, covered loading docks, garages, etc.</i>)
<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.

E. 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 checked="" type="checkbox"/>	Cleaning supplies	<input checked="" type="checkbox"/>	Office supplies (pens, staplers, pencils, etc.)
<input type="checkbox"/>	Commercial vehicle	<input checked="" type="checkbox"/>	Packing materials (boxes, shrink wrap, etc.)
<input checked="" type="checkbox"/>	Data processing equipment	<input checked="" type="checkbox"/>	PC equipment (monitor, keyboard, printer, etc.)
<input checked="" type="checkbox"/>	Handcart	<input checked="" type="checkbox"/>	PC software
<input type="checkbox"/>	Hand tools (<i>please list</i>):		
<input checked="" 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 checked="" type="checkbox"/> Cash register		
<input type="checkbox"/>	Other (<i>please list</i>): Self Checkout, microfilm/fiche reader, a/v equipment, book truck, automated book sorter, inventory wand		

14. 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.)

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



 Signature of Department Head or Designated Representative

Library Director

 Title