



**Department of Administration**

**Cavalier Johnson**  
Mayor

**Preston D. Cole**  
Director

**Steven Mahan**  
Deputy Director

October 23<sup>rd</sup>, 2025

Board of City Service Commission  
Department of Administration  
200 E Wells Street, Room 606  
Milwaukee, WI 53202

Re: Request to Extend Temporary Appointment – Mary Reed

Dear Board of City Service Commissioners,

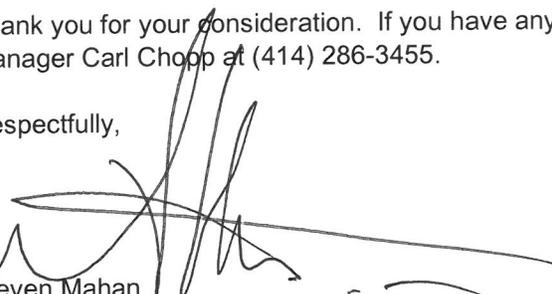
The Department of Administration (DOA) respectfully requests to extend the temporary appointment for Mary Reed in the position of Systems Analyst – Senior effective November 9<sup>th</sup>, 2025 through January 31<sup>st</sup>, 2026. This is a first extension request.

The temporary appointment of Mary Reed began on August 3<sup>rd</sup>, 2025 following the unexpected departure of the Chief Equity Officer. Mary Reed's experience and expertise uniquely positions her to assume the responsibilities of this role to ensure smooth continuity of operations for the Office of Equity and Inclusion during the recruitment process. To recognize these enhanced responsibilities, Ms. Reed was placed in the temporary appointment title of Systems Analyst – Senior.

Extending this temporary appointment will support the continued operations of the Office of Equity and Inclusion.

Thank you for your consideration. If you have any questions, please contact Administrative Services Manager Carl Chopp at (414) 286-3455.

Respectfully,



Steven Mahan  
Administration Deputy Director



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

TEMPORARY APPOINTMENT / APPOINTEE DETAILS			
DEPARTMENT/DIVISION DOA OEI	LAST NAME Reed	FIRST NAME Mary	INITIAL
AUTHORIZED POSITION TITLE Systems Analyst - Senior	PAY RANGE 2MX	F&P COMMITTEE APPROVAL DATE AUX	REQUISITION # AUX
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 11/09/2025	ANTICIPATED EXPIRATION DATE 1/31/2026	T.A. RATE OF PAY \$3733.24
<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> There is still a vacancy due to the unexpected resignation of the Chief Equity Officer - a critical position within the Department of Administration (DOA) established to lead and coordinate efforts to advance equity and inclusion within City government and to identify necessary changes to foster such a climate in Milwaukee. This extension will allow for operations to continue as next steps are taken.			
<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> Ms. Reed has been identified as the most qualified individual to assume the responsibilities of this role on an interim basis. Her experience and expertise uniquely positions her to provide continuity and support during this transition until a permanent replacement is appointed.			
<b>PROVIDE INFORMATION TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS:</b>			
<b>TRAINING AND EDUCATION:</b> MBA - Concordia University Bachelors - Business Administration - Cardinal Strich University	<b>WORK EXPERIENCE:</b> COM - Contract Compliance Officer Wordzen - Head of Operations COM - Case Investigator GT Independence - Director of State Services WI - DCFS - Regional Administrator	<b>OTHER REQUIREMENTS (i.e. LICENSES)</b> Teaching License K-12 - WI - DPI Certified Human Services Case Worker WI Div of Family and Economics Se	
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	IF YES, CURRENT DEPARTMENT: DOA OEI	CURRENT POSITION TITLE: Contract Comp Officer	EMPLOYEE ID NUMBER: 033753
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			
<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>			
REPORTING OFFICER Steven Mahan	SIGNATURE 	TITLE Administration Deputy Director	DATE 10/23/2025
APPROVING OFFICER Preston Cole	SIGNATURE 	TITLE Administration Director	DATE 10/23/2025
<b>THIS SECTION FOR DER REVIEW</b>			
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**

<b>APPLICANT NAME (last, first, middle)</b>		<b>DATE</b>
Reed, Mary		11/08/2025
<b>POSITION TITLE</b>	<b>PAY RANGE</b>	<b>RATE OF PAY</b>
Systems Analyst - Sr	2MX	\$3733.24

**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.

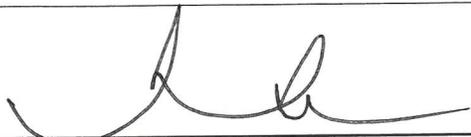
I understand that as a temporary appointee I am ineligible for paid holidays, sick leave, vacation or other benefits while serving on this temporary appointment, and that this temporary appointment shall not confer upon me any privilege of regular appointment. (Note: A current City of Milwaukee employee 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* 11/22/25  
*Date Signed*

  
 \_\_\_\_\_  
*Witness Name (Print)* 
  
 \_\_\_\_\_  
*Witness Signature*

# JOB DESCRIPTION

FOR DER USE ONLY	
<b>Vacancy No.</b>	
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.

<b>1. Date Prepared/ Revised:</b> October 23, 2025	<b>2. Present Incumbent:</b> Vacant	<b>Is incumbent underfilling position?</b>	
<b>3. Date Filled:</b>	<b>4. Previous Incumbent:</b> Bernadette Karanja	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> If YES, indicate Underfill Title in box 10.	
<b>5. Department:</b> Administration, Dept. of	<b>Bureau:</b> Department of Administration <b>Division:</b> Office of Equity and Inclusion	<b>Unit:</b> <b>Section:</b>	
<b>6. Work Location:</b> Department of Administration, Office of the Director	<b>Telephone:</b> 414-286-5948 <b>Email:</b>	<b>Work Schedule:</b> Hours: 8 (more if needed) / Days: 5	
<b>7. Represented by a Union?</b> <input type="checkbox"/> Yes <input 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 type="checkbox"/> Non-Exempt	
<b>10. Official Title:</b> Chief Equity Officer	<b>Pay Range</b>	<b>Job Code</b>	<b>EEO Code</b>
	11X	4410	
	<b>Underfill Title (if applicable):</b> Systems Analyst – Senior	2MX	
<b>Requested Title (if applicable):</b>			
<b>Recommended Title (DER Use Only):</b>		<b>Approved by:</b>	
		<b>Date:</b>	

## 11. BASIC FUNCTION OF POSITION:

The Chief Equity Officer position was created in the adopted 2021 City budget to lead and coordinate efforts to promote equity and inclusion with the goal of institutionalizing equity within City government and identifying changes (policies, practices, etc.) needed to promote a climate of equity and inclusion in Milwaukee. It is the first of its kind position within City government.

## 12. DESCRIPTION OF JOB (Check if description applies to **Official Title X** and **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%	<p><b>Racial Equity and Inclusion Responsibilities – Lead City’s efforts to advance racial equity and inclusion within City government and in collaboration with other stakeholders in the broader community.</b></p> <ul style="list-style-type: none"> <li><b>Office of Equity and Inclusion</b> – Lead and coordinate efforts to promote equity and inclusion. Develop and develop policies, procedures and practices to identify what needs to be changed to promote a climate of equity and inclusion. Communicate the City’s equity policies and activities. Supervise all racial equity and inclusion related staff to ensure the City is achieving racial equity and inclusion.</li> <li><b>Racial Equity Plan/Racial Equity and Inclusion and Leadership Team</b> – Develop, implement and report on progress on City’s Racial Equity Plan and its established goals and strategies.</li> <li><b>Training</b> – Develop and implement training programs to promote cultural understanding and competency to address person, institutional and structural racism.</li> <li><b>Data Analysis/Performance Measurement</b> – Assess equity in City government and implement data analytics tools and performance measures to institutionalize equity and advance and inform equity and inclusion policies, programs and practices. Responsible for ensuring compliance with Equity Impact Statements adopted by the Common Council.</li> <li><b>Government Alliance on Race and Equity (GARE)</b> – Administer GARE initiatives.</li> <li><b>Equal Rights Commission (ERC)</b> – Primary liaison between the ERC and City departments. Partner with ERC to enforce Chapter 109 of the City ordinance.</li> <li><b>Other</b> – Work with Diversity Recruiter on plan to improve diversity in hiring and promotions; Increase</li> </ul>

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
	access to City services in partnership with the Office of African American Affairs; strengthen and expand racial equity partnerships
50%	<p><b>Small Business Enterprise (SBE) and Residential Preference Program (RPP) Responsibilities – Direct and lead SBE and RPP activities for the City in accordance with Chapters 370 and 355 of the Milwaukee Code of Ordinances</b></p> <ul style="list-style-type: none"> <li>• <b>Small Business Enterprise (SBE) Certification</b> – Develop SBE certification program procedures; review all SBE certification applications and determine eligibility; supervise staff to ensure execution of SBE certification program policies and procedures; promote SBE program to prospective small businesses, local ethnic chambers of commerce; recommend and implement changes to governing ordinance as needed; appear before Administrative Review Appeals Board to defend certification denials).</li> <li>• <b>Contract Monitoring and Compliance</b> – Develop rules, procedures and regulations assuring participation of small business enterprises in the City’s procurement process and certain City-funded development projects; supervise staff to ensure effective contract monitoring practices; review all potential City procurement to identify opportunities for SBE participation; monitor all City contracts and certain City-funded private development projects with SBE requirements; establish reporting requirements for all City contracting departments, contract awardees, and private developers to document the percentage of contract awards and payments to SBEs; and analyze data and prepare written reports for review by the Mayor and Common Council.</li> <li>• <b>Residential Preference (RPP) Program</b> – Monitor contractor compliance and performance with the RPP; supervise staff to ensure effective compliance monitoring practices; oversee contract and administration of the City’s labor compliance software, LCPTracker; analyze data, prepare and submit written reports to the Mayor and Common Council.</li> <li>• <b>Technical Assistance</b> – Provide assistance and information in connection with the establishment, expansion and overall development of SBE firms; serve as a conduit of information between SBE firms and city contracting agencies; local ethnic chambers of commerce, local and federal government agencies, nonprofits and the general public; manage the City’s Revolving Loan Program, annual Small Business Conference, and the Milwaukee Small Business Week; represent the OSBD at non-City sponsored economic development programs and events such a Marketplace and the Governor’s Conference on Minority Business Development.</li> <li>• <b>Program and Budget Management</b> – Oversee all aspects of the OSBD’s operating budget including annual forecasting and approving all expenditures; approve and monitor payroll, vacation and sick leave, development department strategic plan and operating procedures; manage and review staff performance, prepare performance review and develop performance metrics; interview, hire, train, coach and terminate staff; and appear before Common Council Committees as needed regarding departmental and program policies and activities.</li> </ul>

**B. PERIPHERAL DUTIES:**

% of Time	PERIPHERAL DUTY
	•
	•
	•
	•

**C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:**

Steven Mahan, Deputy Director of Administration

**D. SUPERVISION RECEIVED:** (Describe the extent to which work assignments and methods are outlined, reviewed, and approved by this position’s supervisor.) This position is a senior level management position and works independently with minimal supervision. This position is a senior leadership position and requires the incumbent to work independently and with minimal supervision.

**E. SUPERVISION EXERCISED:**

Total number of employees for whom responsible, either directly or indirectly = 7.

**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
<b>Number Supervised</b>	<b>Extent of Supervision Exercised</b> (Select those that apply from list above, a - h)
<b>Job Title</b>	

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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)
2	Business Analyst – Senior	a, b, c, d, e, g, h
1	Contract Compliance Officer	a, b, c, d, e, g, h
1	Equal Rights Specialist	a, b, c, d, e, g, h
1	Contract Compliance Officer	a, b, c, d, e, g, h
1	Americans with Disabilities Act (ADA) Coordinator	a, b, c, d, e, g, h
1	Administrative Specialist - Senior	a, b, c, d, e, g, h
1	Business Inclusion Program Coordinator	a, b, c, d, e, g, h
1	Racial Equity and Inclusion Coordinator	a, b, c, d, e, g, h
1	Equal Rights Complaints Liaison	a, b, c, d, e, g, h
1	Data and Evaluation Specialist	a, b, c, d, e, g, h
1	OEI Outreach Specialist	a, b, c, d, e, g, h
1	OEI Grant Specialist	a, b, c, d, e, g, h

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

i. Education and Experience:

Bachelor’s Degree in Business Administration, Public Policy Administration, Urban Planning, Sociology, Psychology or related field and five years of management-level experience in the coordination and implementation of racial equity and inclusion programming, equity initiatives, policy development and implementation, and providing strategic direction.

*Equivalent combinations of education and experience may also be considered.*

ii. Knowledge, Skills and Abilities:

Knowledge of current issues related to racial equity and inclusion. Knowledge of the inner workings of City government including the legislative process and City Council mandates. Ability to engage diverse staff and leadership to promote trust, collaboration and partnerships between City departments, leaders and community stakeholders. Strong oral and written communication skills. Ability to work effectively with elected officials including the Mayor, Common Council and City leaders and staff, government agencies and community leaders and residents. Analytical and problem-solving skills. Decision-making skills and sound judgment Ability to remain calm in stressful situations, Business acumen to be able to understand operations, functions, and the current environment in order to effectively make business decisions, Ability to lead, direct, negotiate, and influence with and without direct authority throughout the City concerning organizational topics, Ability to think strategically to see the big picture and interpret business strategy into actionable plans

iii. Certifications, Licenses, Registrations:

iv. Other Requirements:

Valid Driver’s License  
Master of Science in Diversity, Equity, and Inclusion Leadership, Master of Arts in Diversity, Equity, Inclusion, or Justice Leadership desired

**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

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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 checked="" 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 checked="" 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.
<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.

**I. VISUAL ACUITY REQUIREMENTS:** (List the visual acuity requirements that are essential functions of the job.)

**CHECK ONE:**

*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 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:** \_\_\_\_\_%

**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.)

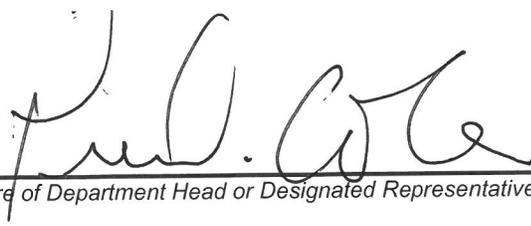
**CHECK ALL THAT APPLY:**

<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.)

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

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.



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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.*