

December 5, 2025

Jackie Q. Carter  
Executive Secretary  
City Service Commission  
200 E Wells Street, Room 706  
Milwaukee, WI 53202

Dear Executive Secretary Carter,

The Milwaukee Health Department and the Maternal and Child Health team is currently sunsetting the Better Birth Outcomes Made Better (BOMB) Doula Program in its current form. The BOMB Doula Program has been a program to support healthy pregnancy and babies. Doula services are free to City of Milwaukee residents for up to 12 weeks postpartum. The BOMB Doula Program will continue to provide these services through contracted services, similar to the model used by New York City Health Department.

Many factors were considered in this decision, including employee layoffs, budget, employee satisfaction, the staffing model to best provide Doula services, and the outcomes and impact of the program. Doula services are a needed service for the community and provide a benefit to birthing parents and parenting families.

Pursuant to Rule X, Section 1, Layoff, the MHD is submitting this layoff plan to the City Service Commission for consideration and subsequent approval.

The current staff and vacant positions within the BOMB Doula program include:

Job Title	Name	Date of Hire in Title
Doula Program Manager	Christina Drain	1/22/2023
Doula Program Coordinator	Christina Veling	3/19/2023
Doula Program Coordinator	Stephanie Welsh	1/5/2025
Doula	Kiara Schott	2/5/2024
Doula	Keara Apeku	3/17/2024
Doula	Lauren Schoendorf	3/18/2024
Doula	Vacant	
Doula	Vacant	
Doula	Vacant	
Doula	Vacant	
Doula	Vacant	

One employee (Keara Apeku) transferred back to a title previously held, Disease Intervention Specialist effective August 3, 2025. The remaining two employees (Kiara Schott and Lauren

Schoendorf) were provided with a list of the vacant positions within the Health Department, given the opportunity to shadow each program of interest and provide their choice for a transfer. Both employees declined other vacancies within the Milwaukee Health Department.

Job Title	Name	Change
Doula Program Manager	Christina Drain	No change – remain to manage contracts and program evaluation
Doula Coordinator	Christina Veling	No change – will provide training and manage contracted doulas
Doula Coordinator	Stephanie Welsch	No change – will provide training and managed contracted doulas
Doula	Lauren Schoendorf	Laid off end of PP1, 2026 (1/3/2025)
Doula	Kiara Schott	Laid off end of PP 26, 2025 (12/20/2025)

Each employee has received a letter informing them of their last workday and appropriate separation from city employment information. The difference in the effective dates of layoff of both Doulas is due to caseload and the need to transition clients to the Doula Coordinator.

The MHD can continue to have great impact on the community through contracted Doula services. This change will also support the MHD's transition to a Public Health 3.0 model recommendation #2, which focuses on engaging with community partners, both public and private, to diversify resources and foster collective action. Shifting to contracted services allows MHD to nearly double the number of clients receiving free of charge services in the city.

Christina Drain, Doula Program Manager, Lindsey O'Connor, Health Human Resources Administrator and Samantha Brennan, Human Resources Supervisor and myself will be present at the City Service Commission meeting to answer any questions you may have.

Sincerely,

Signed by:



Michael P. Totoraitis, PhD  
Commissioner of Health



December 5, 2025

Lauren Schoendorf  
2936 N Booth Street  
Milwaukee, WI 53212

RE: Notice of Layoff

Dear Lauren,

This letter is confirmation of your layoff effective close of business on January 2, 2026. This layoff was voluntarily selected by you because the MHD is sunsetting the BOMB Doula Program in its current form and you have elected to decline other vacant positions within the department. Pursuant to City Service Rule X, Section 1, Layoff, the MHD is required to submit a layoff plan to the City Service Commissioner for consideration and subsequent approval. The MHD is anticipating approval of the layoff plan on December 16, 2025.

Additional information will be sent to you regarding additional separation information.

Please contact me with any questions at (414)286-6406 or [loconnor@Milwaukee.gov](mailto:loconnor@Milwaukee.gov).

Sincerely,  
Signed by:

A handwritten signature in blue ink, appearing to read "Lindsey N. O'Connor".

D65FC8DE968E406...  
Lindsey N. O'Connor, MBA, PHR  
Health Human Resources Administrator



December 5, 2025

Kiara Schott  
2317 North Buffum Street  
Milwaukee, WI 53212

RE: Notice of Layoff

Dear Kiara,

This letter is confirmation of your layoff effective close of business on December 19, 2025. This layoff was voluntarily selected by you because the MHD is sunsetting the BOMB Doula Program in its current form and you have elected to decline other vacant positions within the department. Pursuant to City Service Rule X, Section 1, Layoff, the MHD is required to submit a layoff plan to the City Service Commissioner for consideration and subsequent approval. The MHD is anticipating approval of the layoff plan on December 16, 2025.

Additional information will be sent to you regarding additional separation information.

Please contact me with any questions at (414)286-6406 or [loconnor@Milwaukee.gov](mailto:loconnor@Milwaukee.gov).

Sincerely,

Signed by:

A handwritten signature in blue ink, appearing to read "Lindsey N. O'Connor".

ID:5FEC8DE998E4061  
Lindsey N. O'Connor, MBA, PHR  
Health Human Resources Administrator

City of Milwaukee  
CS-25, Rev. 1/07

# JOB DESCRIPTION

## FOR DER USE ONLY

Vacancy No. \_\_\_\_\_

City Service  
Commission: \_\_\_\_\_

Fire & Police  
Commission: \_\_\_\_\_

Finance  
Committee: \_\_\_\_\_

Common  
Council: \_\_\_\_\_

**Instructions:** Complete all sections except No. 11. Refer to the "Guidelines for Preparing Job Descriptions" for instructions on completing specific items.

<b>1. Date Prepared/ Revised:</b> 6/5/2024	<b>2. Present Incumbent:</b> VACANT	<b>Is incumbent underfilling position?</b> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		
<b>3. Date Filled:</b>	<b>4. Previous Incumbent:</b> None-new position	If YES, indicate underfill title in box 10.		
<b>5. Department:</b> Health		<b>Division</b> Maternal and Child Health	<b>Branch:</b> Community Health	
<b>6. Work Location:</b> Southside Health Center 1639 S. 23 <sup>rd</sup> Street Milwaukee, WI 53204		<b>Telephone:</b> 414 286 8620 <b>Email:</b>	<b>Work Schedule:</b> Hours: Typically 8:00am to 4:45pm; Work hours may vary based upon client need.  Days: Monday – Friday, occasional weekends. Work hours may vary based upon client need.	
<b>7. Represented by a Union?</b> No.	<b>8. Bargaining Unit:</b> If in District Council 48, chose a Local:		<b>9. FLSA Status:</b> Non-Exempt	
<b>10. Official Title:</b> Doula 3			<b>Pay Range</b>	<b>Job Code</b>
		2HN		
<b>Underfill Title (if applicable):</b> Doula 1		2FN		
<b>Requested Title (if applicable):</b>				
<b>Recommended Title (DER Use Only):</b>		<b>Approved by:</b> _____		
		<b>Date:</b>		

### BASIC FUNCTION OF POSITION:

With an overarching focus on maternal and child health as well as improving birth outcomes, the Doulas in the Maternal & Child Health Division utilizes a relational approach to improve the lives of Milwaukee residents. Through intentional, client-centered programming, this position promotes, conducts, coordinates, reports upon, and evaluates public health interventions on individual, group, and community levels. Services provided by this role will be delivered during the prenatal, labor and delivery, and postnatal times. Services may include, but will not be limited to, advocating for Mom and Family throughout pregnancy, through labor and delivery, and during the post partum period, and providing social support and connection to clients and their families to enhance their safety and quality of life, supporting access to social service benefits and primary medical care, providing ongoing health education and capacity-building around understanding developmental milestones, the parent-child interaction, and crucial importance of pre and postnatal self-care. What's particularly unique about this role lies within its option for staff to teach and provide baby care and lactation support during the postnatal period, aiming to "mother the mother" through her early post-partum experience. These activities are aligned with State of Wisconsin and City of Milwaukee strategic objectives and best practices, targeting infants, children, and youth. Particular emphasis will be placed on those most at risk for poor health and birth outcomes.

By implementing a variety of both pre-identified and creative strategies, this position will identify and develop collaborative efforts with community organizations and healthcare providers targeting families in need. As a result of that work, this position will develop a caseload and provide home (and possibly hospital) visitation services to pregnant and parenting City of Milwaukee residents. In addition, this position is expected to provide continuous support through the labor and delivery process for applicable clients. All service will utilize a relational approach, that is always trauma-informed and strengths-based.

**11. 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.) Other duties as assigned.

% of Time	ESSENTIAL FUNCTION
40	<b>Home Visiting Services:</b> Develop and maintain supportive, trusting relationships with clients and their families to promote maternal & child health and positive birth outcomes. Provide on-going home visits and contact using phone/ digital messaging, based upon need. Utilize professional training and judgement to complete assessments and screening of client's physical, social, psychological, and environmental health status, and make appropriate referrals and in-person connections to community resources. Act as an advocate regarding client needs from governmental, community, medical, and private entities. Provide individualized health education around promoting the adoption of safe and healthy behaviors—including healthy parent-child interaction and self-care practices. Collaborate with private care providers, allied professionals, and other MHD personnel regarding needs of clients. Develop and implement care plans for resolution of assessed need. Document all client interactions following MHD policy and Medicaid requirements. Provide consultation and support to other team members as needed.
20	<b>Public Health Education and Social Support:</b> Engage clients and community partners around concepts of “mothering the mother,” emphasizing the dyadic and transactional nature of early social interaction. Create learning environments where participants feel secure, valued, successful, and happy to nurture maternal sensitivity and responsiveness. Based upon client need, provide education and ongoing support around labor and delivery, creating birth plans, breastfeeding, preparing for baby to come home, and help with emotional and physical recovery after a client gives birth. Develop, identify, teach, evaluate and/or provide technical assistance related to educational methods and materials appropriate for target audience. When needed, provide appropriate referrals and comprehensive information to clients regarding general health, prevention, required processes for applying for health and human service benefits, support services for low income families (including housing, employment, AODA, parenting support services, violence prevention, etc.).
15	<b>Establish and maintain collaborative relationships and training in the community:</b> Establish and maintain collaborative relationships and conduct trainings with MHD programs and outside service agencies (i.e. healthcare providers, public and private schools, community groups, parenting programs, housing programs, employment consultants, and other relevant organizations etc.) involved in the provision of child and health care services to recruit and enroll clients. Design activities to recruit new community partners into MHD maternal & child health programming and oversee systems to document efforts, client participation, referrals, and follow up. Introduce best practices, pilot new activities, and adopt innovative approaches to recruiting and maintaining community stakeholders aligned with our objectives.  Implement both innovative and pre-identified evidence-based protocols within the community in a culturally competent way. Fulfill requests seeking information, presentations, and participation at community health events. Collaborate with all MHD divisions to staff events (which may include weekends). Coordinate and lead educational meetings, attend and present at events related to the work, especially those that aim to serve communities with the greatest need.
10	<b>Outreach and Program Promotion:</b> Using data for guidance, create an outreach strategy targeting diverse and non-traditional locations to strengthen and increase programmatic reach. Help write, design (utilizing the MHD graphic designer), and distribute marketing materials, flyers, program information, reports, and relevant promotional media to targeted audiences. Partner with MHD programs—particularly MCH programs (i.e. Strong Baby, Home Visitation, Healthcare Access, WIC) to provide comprehensive program promotion to best serve the compounding needs of the families in the City of Milwaukee.
10	<b>Data Collection and Reporting:</b> Participate in data collection, program evaluation, and preparation of events tracking for the departmental reporting pertinent to program (or contract) objectives, or as assigned by the program manager or coordinator. Coordinate data collection and maintenance in accordance with program and departmental standards. Assure for timely documentation in accordance to standards set by program manager, contribute pertinent quantitative and qualitative data upon request.
	<b>PERIPHERAL DUTY</b>
5	Responsibilities include other duties as assigned, including responding to an emergency or broad impact event.

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

Christina Drain, Doula Program Manager

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

Weekly, bi-weekly, and/or monthly individual supervision sessions based on worker efficacy. Weekly team meetings, and regular feedback on duties and assignments.

**D. SUPERVISION EXERCISED:**

Total number of employees for whom responsible, either directly or indirectly = 0.

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

a. Assign duties		e. Sign or approve work
b. Outline methods		f. Make hiring recommendations
c. Direct work in progress		g. Prepare performance appraisals
d. Check or inspect completed work		h. Take disciplinary action or effectively recommend such
Number Supervised	Job Title	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.)

Education and Experience:

1. Four years of experience in the fields of maternal/child health, labor and delivery and/or doula/birth work performing duties closely related to the position.

*Equivalent combinations of education and experience may be considered however, two years of full-time equivalent experience with mothers and babies, in maternal and child health, in labor and delivery, and/or conducting doula/birth work is required and may not be substituted with education.*

2. Certified Doula within one year of appointment, and throughout employment; passing probation is contingent upon successfully fulfilling this requirement. 1) For more information on becoming a Certified Doula:

Doulas of North America (DONA) International, please visit: <https://www.dona.org/become-a-doula/>.

Childbirth and Postpartum Professional Association (CAPPA), please visit: [Training & Certification | CAPPA](#).

3. Certified Lactation Counselor® (CLC) certification within one year of appointment and throughout employment; passing probation is contingent upon successfully fulfilling this requirement. For more information regarding becoming a Certified Lactation Counselor® (CLC) with The Academy of Lactation Policy and Practice (ALPP), please visit: <https://www.alpp.org/index.php/certifications/certifications-clc>.

4. Valid driver's license and possession of a properly insured vehicle for use on the job is required at time of appointment and throughout employment. Mileage reimbursement is provided pursuant to Section 350-183 of The Milwaukee Code.

Desirable Qualifications:

- Bilingual in Spanish or Hmong.
- Registration as a Certified Doula.
- Registration as a Certified Lactation Counselor® (CLC) by the Academy of Lactation Policy and Practice (ALPP), Certified Breastfeeding Specialist, or equivalent.

Knowledge, Skills and Abilities:

**Cultural Competence**

To perform this job successfully, individuals require foundational knowledge of health equity and the social determinants of health. Additionally, all candidates should demonstrate a commitment to racial and social justice, and know, or be open to learning the components of implementing a trauma-informed care model..

**Language Skills**

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or government regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.

**Reasoning Ability**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only a limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Computer Skills**

To perform this job successfully, an individual should have knowledge internet software, spreadsheet and word processing software. Utilization of the internal program database for entering client demographics. Email program; access and utilize City Health Department programs. Ability to type reports, word documents, graphs, databases and spreadsheets of information.

**Certifications, Licenses, Registrations**

Valid driver's license at time of appointment and must be maintained throughout employment. Properly insured personal vehicle for use on the job is required (automobile allowance provided). Staff are required to carry a cell phone during business hours.

**Other Requirements**

Ability to build and maintain good working relationships with a multi-cultural, multi-disciplinary staff, the public, various City of Milwaukee Officials, and other agencies. Ability to provide services in a culturally sensitive manner. Ability to maintain confidentiality. Must be able to think, respond quickly and efficiently in a fast paced environment.

**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 checked="" 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 checked="" type="checkbox"/>	<b>Kneeling:</b> Bending legs at knee to come to a rest on knee or knees.
<input checked="" type="checkbox"/>	<b>Crouching:</b> Bending the body downward and forward by bending leg and spine.
<input checked="" type="checkbox"/>	<b>Crawling:</b> Moving about on hands and knees or hands and feet.
<input checked="" type="checkbox"/>	<b>Reaching:</b> Extending Hand(s) and arm(s) in any direction.
<input checked="" 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 checked="" 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 checked="" 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 checked="" 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 checked="" type="checkbox"/>	<b>Grasping:</b> Applying pressure to an object with fingers and palm.
<input checked="" 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 checked="" 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 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 checked="" 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.



**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).
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**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:** **70%**

**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.

**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 checked="" 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 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 type="checkbox"/> Cash register	
<input checked="" type="checkbox"/> Other ( <i>please list</i> ): telephone and laptop	

**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.)

**COMPETENCIES:**

**Professional Development** – Learns new skills on own initiative; Demonstrates understanding and interest in current trends and best practices in the field of discipline; Applies new skills and knowledge on the job; Evaluates own potentials/weaknesses and plans for improvement; Has proficient skills in necessary computer applications.

**Promoting Health and Preventing Disease** – Obtains and interprets information regarding risk factors (both direct and contributing) to establish the determinants of community health status and factors that might be targeted for modification; Promotes health broadly defined as quality of life in community; Persuades and influences individuals and groups by increasing knowledge, shaping attitudes, and modifying behaviors towards disease prevention and intervention.

**Project Management** – Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.

**Oral Communication** – Speaks clearly and persuasively in positive and negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

**Written Communication** – Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

**Ethics** – Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

**Judgment** – Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

**Adaptability** – Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays or unexpected events

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

DocuSigned by:  
  
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*Signature of Department Head or Designated Representative*