

June 24, 2024

REVISED REQUEST

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

Dear Board of City Service Commissioners:

Pursuant to Rule IX, Section 2, Temporary Appointment, the Milwaukee Health Department (MHD) is requesting an extension of the temporary appointment of Elizabeth Durkin to the position of Temporary Disease Intervention Specialist Coordinator.

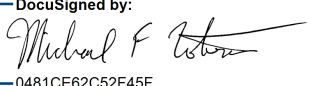
MHD HR and DER recently performed detailed research on this temporary appointment. Due to COVID, the expiration of the Mayor's Emergency Order and personnel changes, a first extension request for Ms. Durkin's temporary appointment to the position of Disease Intervention Specialist Coordinator was not submitted for the time period of June 20, 2022 through December 30, 2023. At the meeting of January 9, 2024, the Commission approved an extension from December 31, 2023 through June 20, 2024. We are now requesting a third extension from June 21, 2024 through December 21, 2024. In summary, we are asking that the CSC approve a first, retroactive temporary appointment from June 20, 2022 through December 30, 2023 and a third and final temporary appointment from June 21, 2024 – December 21, 2024.

The Milwaukee Health Department continues to work through ARPA subawards, our after-action plan, and emergency preparedness for the RNS. It is anticipated this work will continue for several months, therefore, we are requesting an extension of Elizabeth Durkin's temporary appointment to December 21, 2024.

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

Thank you for your consideration.

Sincerely,

DocuSigned by:

0481CE62C52F45F...
Michael F. Totoraitis, PhD
Commissioner of Health



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

TEMPORARY APPOINTMENT / APPOINTEE DETAILS			
DEPARTMENT/DIVISION MHD	LAST NAME DURKIN	FIRST NAME ELIZABETH	INITIAL
AUTHORIZED POSITION TITLE Temp. Diseases Int. Spec. Cord	PAY RANGE 9RN	F&P COMMITTEE APPROVAL DATE N/A	REQUISITION # N/A
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 06/30/2024	ANTICIPATED EXPIRATION DATE 10/31/2024 12/21/2024	T.A. RATE OF PAY \$2000.00
ATTACH A COPY OF THE CURRENT JOB DESCRIPTION & A RESUME IN ADDITION TO COMPLETING THE INFORMATION BELOW			
PROVIDE AN EXPLANATION OF WHY THE TEMPORARY APPOINTMENT IS NEEDED: Continued support with COVID After Action Reports as well as facilitating and monitoring direct beneficiary awards for FQHC's and subaward projects. Continued support with Emergency Preparedness including help with the RNC.			
EXPLAIN HOW THE INDIVIDUAL WAS SELECTED FOR THE APPOINTMENT, INCLUDING THE SELECTION PROCESS USED AND IF NOT FROM AN ELIGIBLE LIST, HOW THE INDIVIDUAL WAS IDENTIFIED AS A POTENTIAL TEMPORARY APPOINTEE: 			
PROVIDE INFORMATION TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS:			
<u>TRAINING AND EDUCATION:</u> Marquette University Law School J.D. UW Milwaukee, Master of Urban Planning Cornell College, B.A. History and Art	<u>WORK EXPERIENCE:</u> Temporary Disease Int. Spec. Coor 04/05/21 - Current	<u>OTHER REQUIREMENTS (i.e. LICENSES):</u>	
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	IF YES, CURRENT DEPARTMENT:	CURRENT POSITION TITLE:	EMPLOYEE ID NUMBER: 034921
IS THE INDIVIDUAL BEING GIVEN THIS TEMPORARY APPOINTMENT RELATED BY BLOOD OR MARRIAGE TO THE APPOINTING OFFICER, ANY MEMBER OF THE APPOINTING BOARD OR BODY, DIRECT SUPERVISOR, OR TO ANY ELECTIVE OF APPOINTEE 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 EXTENSION IS APPROVED BY THE COMMISSION.			
REPORTING OFFICER Lindsey O'Connor	SIGNATURE 	TITLE Health HR Admin	DATE 6/12/2024
APPROVING OFFICER Michael F. Totoraitis	SIGNATURE 	TITLE Commissioner of Health	DATE 6/12/2024
THIS SECTION FOR DER REVIEW			
DER REVIEW COMPLETED BY:	SIGNATURE	TITLE	DATE

04816E62C52E175



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



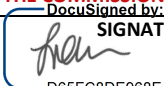
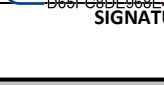
R. 07.08.19

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

TEMPORARY APPOINTMENT / APPOINTEE DETAILS			
DEPARTMENT/DIVISION MHD	LAST NAME Durkin	FIRST NAME Elizabeth	INITIAL
AUTHORIZED POSITION TITLE Temp Disease Inter Spec Coordi	PAY RANGE 9RN	F&P COMMITTEE APPROVAL DATE n/a	REQUISITION # n/a
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 6/20/2022	ANTICIPATED EXPIRATION DATE 12/30/2023	T.A. RATE OF PAY \$2000.00
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: Covid19 response and continued work on the ARPA subawards			
EXPLAIN HOW THE INDIVIDUAL WAS SELECTED FOR THE APPOINTMENT, INCLUDING THE SELECTION PROCESS USED AND IF NOT FROM AN ELIGIBLE LIST, HOW THE INDIVIDUAL WAS IDENTIFIED AS A POTENTIAL TEMPORARY APPOINTEE: Identified as a potential temporary appointee			
PROVIDE INFORMATION TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS:			
<u>TRAINING AND EDUCATION:</u>	<u>WORK EXPERIENCE:</u>	<u>OTHER REQUIREMENTS (i.e. LICENSES)</u>	
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	IF YES, CURRENT 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, 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			
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.			
REPORTING OFFICER Lindsey O'Connor	SIGNATURE 		TITLE Health HR Admin
APPROVING OFFICER	SIGNATURE 		DATE 6/25/2024
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
Elizabeth Durkin		06/12/2024
POSITION TITLE	PAY RANGE	RATE OF PAY
Temporary Disease Intervention Specialist Coordinator	9RN	25.00

SECTION II. TEMPORARY APPOINTEE STATEMENT OF UNDERSTANDING

I understand that if I am appointed to the position described above on a temporary basis, that I must meet the requirements for the position. I further understand that this temporary appointment may expire at any time and is limited to a period of 90 days, unless an extension at the request of the hiring authority is approved by the City of Milwaukee Civil Service Commission.

I understand that as a temporary appointee I am ineligible for paid holidays, sick leave, vacation or other benefits while serving on this temporary appointment, and that this temporary appointment shall not confer upon me any privilege of regular appointment. (Note: A current City of Milwaukee employee who accepts a temporary appointment to a different position retains his/her current benefits and civil service status).

I understand that if I wish to be considered for regular employment I must compete in a Civil Service examination for the position, and must pass the examination with a grade which shall place me among the top five scores on the eligible list in order to be eligible to interview for regular appointment to the position.

I understand that acceptance of a temporary appointment will not affect my rights to certification for permanent appointment to any position for which I am currently on an eligible list for.

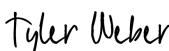
In accordance with Civil Service Rule VIII, Section 10, concerning nepotism, I hereby certify that I am not related, either by blood or through marriage, to the appointing officer or to any member of the appointive board or body or to any direct superior or to any elective or appointive City official. (This includes relative of both whole and half blood, and extends to persons as closely related as first cousins when the relationship is by blood, or more closely related than first cousins when the relationship is through marriage, and includes the cases of husbands of sisters-in-law and wives of brothers-in-law).

A Rule IX, Section 2, temporary appointee who is on an eligible list may be considered for future regular appointment when the appointee ranks among the certifiable highest eligible on the list, or compete in a future examination.

DocuSigned by:

D82F852D29C04B16/12/2024

Temporary Appointment Applicant Signature **Date Signed**

Tyler Weber DocuSigned by:

436F49BEB1C04C9...

Witness Name (Print) **Witness Signature**

JOB DESCRIPTION

FOR DER USE ONLY

Vacancy No.

City Service Commission:	Finance Committee:
Fire & Police Commission:	Common Council:

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

1. Date Prepared/ Revised: 4/19/2021		2. Present Incumbent: Jill LeStarge		Is incumbent underfilling position?			
3. Date Filled: Not Applicable		4. Previous Incumbent: None		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> If YES, indicate Underfill Title in box 10.			
5. Department: Health			Bureau: Division: Clinical Services		Unit: Section: Disease Control and Prevention		
6. Work Location: ZMB 841 N Broadway, 1st Floor			Telephone: Email:		Work Schedule: 8:00 am - 4:45 pm; Work hours may vary Hours: 8 / Days: 5		
7. Represented by a Union? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		8. Bargaining Unit: Management If in District Council 48, which local?			9. FLSA Status (check one): <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt		
10.	Official Title: Public Health Nurse Supervisor				Pay Range 1EX	Job Code 4802	EEO Code 14
	Underfill Title (if applicable):						
	Requested Title (if applicable):						
Recommended Title (DER Use Only):				Approved by: Date:			

11. BASIC FUNCTION OF POSITION:

The Communicable Disease and Immunization Nurse Supervisor provides leadership, management, and primary supervisory oversight of the Milwaukee Health Department's reportable communicable and emerging infectious disease surveillance programs including adult and childhood immunizations activities. The CD Public Health Nurse Supervisor provides nursing support, training, supervision, consultation, and other duties delegated by the Director of Clinic Operations and Infectious Disease Program Manager to Public Health Nurses and Public Health Nurse Coordinators in the Communicable Disease and Immunization Programs. This position collaborates with other division staff on the development of plans to enhance department preparedness and response to public health emergencies. This includes oversight of associated epidemiology and outbreak response activities; promotion or community outreach and prevention programs; integrity of data collection and summary reports; participation in department and community-based strategic planning and grant related projects and, coordination of activities with other governmental and/or community organizations to achieve the goals and outcomes of the department.

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
60%	Program Supervision and Management <ul style="list-style-type: none"> Supervise staff within the communicable disease and immunization programs within the MHD. Review national, regional, state and local data to determine communicable disease trends and recommend appropriate prevention and intervention strategies; Assist in preparation and monitoring of grants and budgets Manage assigned clinics, staffing and supplies.

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
	<ul style="list-style-type: none"> • Work closely with the MHD Medical Director or physician consultant to assure clinic, field and surveillance protocols are current and enforced. • Provide program support and assistance to the Emergency Preparedness Program Coordinator as requested. • Participate in developing preparedness and response planning and exercises for disease outbreak and bioterrorism events within the city.
10%	<p>Community Partnership and Collaboration</p> <ul style="list-style-type: none"> • Develop and maintain professional relationships with healthcare provider organizations, businesses, other government agencies and community-based organizations (CBOs); • Prepare reports, briefings and updates as necessary regarding interactions with outside agencies; • Facilitate clinical learning experiences and site visits for program partners and grantors; • Provide professional expertise to research projects proposals and undertakings; • Collaborate with a variety of MHD programs to integrate communicable disease and immunization services in the Milwaukee community. • Participate and provide leadership on assigned workgroups, committees or task forces including those related to public health emergency preparedness and response.
10%	<p>Information and Data Management</p> <ul style="list-style-type: none"> • Collaborate with the Clinical Services Epidemiologist on assessment of communicable and emerging infectious disease trends in the region and city using available biosurveillance systems. • Manage WEDDS and WIR database interface between State Public Health authorities and the department. • Ensure data entry integrity within assigned program areas; • Serve as a division point of contact for State of Wisconsin electronic database systems involving communicable disease reporting and immunization records. • Provide performance and outcome data related to communicable disease and immunization program activities. • Provide information on program policies, protocols and practices within other federal, state and local agencies. Including communicable disease emergency preparedness and response models.
10%	<p>Compliance & Safety</p> <ul style="list-style-type: none"> • In conjunction with the Business Operations, Lab Operations & HR Director ensure compliance with legislation and regulations related to health care clinics (HIPAA, OSHA, CLIA, etc.). • Maintain current knowledge of professional licensing and scope of practice requirements for clinical staff, ensuring that staff maintain required licenses and credentials. • Provide leadership and follow up with regard to incidents, errors, and other patient service issues as needed. Oversee appropriate actions related to safety and emergency preparedness. • With Medical Director or physician consult and Director of Clinic Operations support implementation of clinical policies and protocols, and documentation of clinic processes. • Support compliance with all state and federal laws related to clinical operation

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
10	<p>Additional duties may include, and are not limited to:</p> <ul style="list-style-type: none"> • Other duties as assigned. • Support Public Health Emergency responses of MHD.

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Lindsey Page, Infectious Disease Program Manager

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

Position exercises a high degree of independent judgment. General supervision and guidance provided by the Infectious Disease Program Manager.

E. SUPERVISION EXERCISED:

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

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.

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 <i>(Select those that apply from list above, a - h)</i>
3	Public Health Nurse Coordinator	a-h
3	Public Health Nurse	a-h
1	Medical Assistant	a-h

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

i. Education and Experience:

- Bachelors of Science degree in Nursing (BSN) from an accredited nursing program.
- Four years of progressively responsible nursing experience which includes at least two years of full-time experience leading, supervising or managing health related staff, programs and/or projects.

ii. Knowledge, Skills and Abilities:

- Ability to build and maintain good working relationships with a multi-cultural and multi-discipline staff, other agencies and the public
- Ability to provide services in a culturally sensitive manner
- Ability to maintain confidentiality
- An understanding of Milwaukee's health care delivery systems, particularly those pertaining to CD/IMMS issues
- Ability to effectively facilitate diverse groups in a manner that enhances an environment to effect positive change in health systems;
- Public Health knowledge and experience with the ability to translate that into program objectives
- Understanding of legal implications of public health issues related to communicable disease and immunization programs;
- Ability to effectively delegate and manage team dynamics
- Ability to supervise a large and diverse staff.
- Ability to calculate figures and amounts such as proportions and percentages and apply concepts of statistics.
- Proficiency using computers and standard software (e.g., word processing, databases, spreadsheet programs, email, electronic calendars, network drives, case management information systems and project management programs).
- Ability to analyze and solve problems, as well as decision-making skills and sound judgment.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

III. Certifications, Licenses, Registrations:

- Current permit or license to practice professional nursing in the State of Wisconsin OR eligibility to receive such permit or license and ability to maintain such license throughout employment
- Valid driver's license must be maintained throughout employment.

IV. Other Requirements:

- Valid driver's license and properly insured personal vehicle for use on the job is required.
- Travel outside of the City of Milwaukee may be required.

13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED

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

The Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008 requires job descriptions to provide detailed information regarding the physical demands required to perform the essential functions of a job; the conditions under which the job is performed; and the tools and equipment the employee will be required to use on the job. Reasonable accommodations may be made to enable qualified individuals to perform the essential duties and responsibilities of the job for each of the categories listed below.

G. PHYSICAL ACTIVITY OF THE POSITION: (List the physical activities that are representative of those that must be met to successfully perform the essential functions of the job).

CHECK ALL THAT APPLY:

<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 type="checkbox"/>	Kneeling: Bending legs at knee to come to a rest on knee or knees.
<input type="checkbox"/>	Crouching: Bending the body downward and forward by bending leg and spine.
<input type="checkbox"/>	Crawling: Moving about on hands and knees or hands and feet.
<input type="checkbox"/>	Reaching: Extending Hand(s) and arm(s) in any direction.
<input type="checkbox"/>	Standing: Particularly for sustained periods of time.
<input checked="" type="checkbox"/>	Walking: Moving about on foot to accomplish tasks, particularly for long distances.
<input type="checkbox"/>	Pushing: Using upper extremities to exert force in order to draw, press against something with steady force in order to thrust forward, downward or outward.
<input checked="" type="checkbox"/>	Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
<input checked="" type="checkbox"/>	Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Check only if it occurs to a considerable degree and requires substantial use of the upper extremities and back muscles.
<input checked="" type="checkbox"/>	Fingering: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
<input checked="" type="checkbox"/>	Grasping: Applying pressure to an object with fingers and palm.
<input checked="" type="checkbox"/>	Feeling: 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"/>	Talking: Expressing or exchanging ideas by means of the spoken word. Those activities which demand detailed or important instructions spoken to other workers accurately, loudly or quickly.
<input checked="" type="checkbox"/>	Hearing: Perceiving the nature of sounds with no less than a 40 db loss. Ability to receive oral communication and make fine discriminations in sound.
<input checked="" type="checkbox"/>	Repetitive Motions: Substantial movements (motions) of the wrist, hands, and/or fingers.
<input checked="" type="checkbox"/>	Driving: Minimum standards required by State Law (including license).

H. PHYSICAL REQUIREMENTS OF THE POSITION: (List the physical requirements that are essential functions of the job.)

CHECK ONE:

<input type="checkbox"/>	Sedentary Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
<input checked="" type="checkbox"/>	Light Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for Light Work.
<input type="checkbox"/>	Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
<input type="checkbox"/>	Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
<input type="checkbox"/>	Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

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.

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

CHECK ONE:

<input checked="" type="checkbox"/>	Operators (Electronic Equipment), Inspection, Close Assembly, Clerical, Administrative: This is a minimum standard for use with those whose job requires work done at close visual range (i.e. preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small parts, operation of machines, using measurement devices, assembly or fabrication of parts).
<input type="checkbox"/>	Machine Operators, Mechanics, Skilled Tradespeople: This is a minimum standard for use with those whose work deals with machines where the seeing job is at or within arm's reach. This also includes mechanics and skilled tradespeople and those who do work of a non-repetitive nature such as carpenters, technicians, service people, plumbers, painters, mechanics, etc. (If the machine operator also inspects, check the "Operators" box.)
<input type="checkbox"/>	Mobile Equipment Operators: This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
<input type="checkbox"/>	Other: This is a minimum standard based on the criteria of accuracy and neatness of work for janitors, sweepers, etc.

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

List the environmental/working conditions to which the employee may be exposed while performing the essential functions of the job. Include scheduling considerations such as on-call for emergencies, rotating shift, etc. **Approximate Percentage of time performing field work: 5%**

CHECK ALL THAT APPLY:

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

K. MACHINE, TOOLS, EQUIPMENT, ELECTRONIC DEVICES, SOFTWARE, ETC. USED BY POSITION:

List equipment needed to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)

CHECK ALL THAT APPLY:

<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 checked="" 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.)

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

The CD/IMMS programs provide approximately 20,000 client services annually.

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

Signed by:



Lindsey O'Connor

Health HR Admin 6/12/2024

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.

Elizabeth Durkin

CAREER PROFILE

Empathetic and optimistic communicator. Adaptable and creative, able to effectively help people and organizations adjust to changes and find innovative solutions to problems.

PUBLIC HEALTH EXPERIENCE

City of Milwaukee Health Department, *Case Manager* December 2020 – Present

Conscientious and compassionate Case Manager. Focused on preventing the spread of COVID-19 within the Milwaukee community while addressing the needs of individual clients and their families.

- Interview and educate clients who have tested positive for COVID-19
- Earn client trust and maintain confidentiality
- Assess client needs and offer resources and referrals, as needed

NONPROFIT EXPERIENCE

William Durkin & Associates, *Project Manager* 2016 – 2020

Project Manager with a small consulting firm serving nonprofit organizations. Focused on client relations and bringing people, resources, and ideas together to help nonprofit agencies fulfill their respective missions through thoughtful planning.

- Developed a succession plan to help a long-term founder-led health and human services nonprofit organization successfully transition to a new Executive Director
- Conducted Board development sessions to train a nonprofit's Board of Directors on best practices, resulting in refined organizational by-laws, improved donor management, and a more effective and efficient Board of Directors
- Wrote a business plan to help a growing human services nonprofit organization thoughtfully anticipate shifting demographics, set measurable goals, and expand programming

LEGAL EXPERIENCE

Guardian ad Litem 2013 – 2016

The Federation of Defense and Corporate Counsel Quarterly, *Editor* 2012-2013

The Honorable Timothy Dugan, Milwaukee County Circuit Court, *Judicial Internship* 2011

EDUCATION

Marquette University Law School Juris Doctor, May 2013

University of Wisconsin-Milwaukee Master of Urban Planning, May 2009

Cornell College Bachelor of Arts, Double Major in History and Art, June 2006