



Department of Public Works  
Operations Division- Parking Services

**Jerrel Kruschke, P.E.**  
Commissioner of Public Works

**Danielle A. Rodriguez, M.B.A.**  
Director of Operations

**Thomas Woznick, CAPP**  
Parking Services Manager

September 1, 2023

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

RE: Request to Extend Temporary Appointment – Ms. Anita Martinez

Dear City Service Commissioners:

DPW Operations Division respectfully requests extension of temporary appointment to the position of Parking Enforcement Supervisor for Ms. Anita Martinez. The original temporary appointment began which December 25, 2022 was extended in March for six months. The department waited to post the position until after a compensation market study was completed and implemented. In anticipation of its expiration, I respectfully request that the temporary appointment be extended for six months, from October 01, 2023-April 01, 2024. If granted, this would be the second extension.

Ms. Martinez is currently the Parking Administrative Services Coordinator who plays a vital role with recruitment and personnel matters. The need to fill the position derives from the retirement of the Parking Enforcement Manager, a Parking Enforcement Assistant Manager and the transfer of a second Parking Enforcement Assistant Manager. Ms. Martinez has over twelve years of experience working in various roles throughout the City and six years as the Office Assistant IV which was recently reclassified to the Parking Administrative Services. Ms. Martinez has also recently graduated with a BS in Business Administration in August 2023. This position plays a critically important role in day to day Parking Services operations.

Thank you for your consideration. If you have any questions or concerns, please contact Tom Woznick, Parking Services Manager (x3635 [twozni@milwaukee.gov](mailto:twozni@milwaukee.gov)) or Makisha Porter, Operations Human Resources Administrator (x3255 or [mmporte@milwaukee.gov](mailto:mmporte@milwaukee.gov)).

Sincerely,

Danielle Rodriguez, M.B.A.  
Director of Operations

DAR:mmp  
cc: Dan Thomas, Tom Woznick





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



## NOTICE OF TEMPORARY APPOINTMENT

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

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

**SEND COMPLETED FORM AND SUPPORTING DOCUMENTATION TO DER, CITY HALL, ROOM 706 OR [DERCERTIFICATION@MILWAUKEE.GOV](mailto:DERCERTIFICATION@MILWAUKEE.GOV)**

TEMPORARY APPOINTMENT / APPOINTEE DETAILS				
DEPARTMENT/DIVISION DPW Parking	LAST NAME Martinez	FIRST NAME Anita	INITIAL	
AUTHORIZED POSITION TITLE Parking Enforcement Asst Manag	PAY RANGE 1CX	F&P COMMITTEE APPROVAL DATE	REQUISITION #	
UNDERFILL TITLE (IF APPLICABLE) Parking Enforcement Sup	PAY RANGE 1CX	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 10/01/2023	ANTICIPATED EXPIRATION DATE 04/01/2024	T.A. RATE OF PAY 2481.18	
<b>ATTACH A COPY OF THE CURRENT JOB DESCRIPTION &amp; A RESUME IN ADDITION TO COMPLETING THE INFORMATION BELOW</b>				
PROVIDE AN EXPLANATION OF WHY THE TEMPORARY APPOINTMENT IS NEEDED: The position was left vacant by retirement				
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: Miss Martinez has over 12 years in various roles within the city. She is anticipating graduation summer of 2023 with a BS in Business Admin				
PROVIDE INFORMATION TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS:				
<u>TRAINING AND EDUCATION:</u> BS Buiss Admin summer 2023		<u>WORK EXPERIENCE:</u> 12 years with the City of Milwaukee. Miss Martinez has been pivitol in the recruitment process for all PEO's for 6 years. She as well has acted as Liason to all Admin staff within Parking. Acts as supervisor in absence of		<u>OTHER REQUIREMENTS (i.e. LICENSES):</u>
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	IF YES, CURRENT DEPARTMENT: DPW Parking	CURRENT POSITION TITLE: Parking Admin Service Coord	EMPLOYEE ID NUMBER: 020115	
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 <i>Thomas Woznick</i>	SIGNATURE <i>[Signature]</i>	TITLE Parking Services Manager	DATE 9/11/2023	
APPROVING OFFICER <i>Danielle Rodriguez</i>	SIGNATURE <i>[Signature]</i>	TITLE Director of Operations	DATE 9/1/23	
THIS SECTION FOR DER REVIEW				
DER REVIEW COMPLETED BY:	SIGNATURE	TITLE	DATE	



Department of Public Works  
Operations Division- Parking Services

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Parking Services Manager

September 1, 2023

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

RE: Request to Extend Temporary Appointment – Christopher Price

Dear City Service Commissioners:

DPW Operations Division respectfully requests extension of temporary appointment to the position of Parking Enforcement Supervisor for Mr. Christopher Price. The original temporary appointment began which December 25, 2022 was extended in March for six months. The department waited to post the position until after a compensation market study was completed and implemented. In anticipation of its expiration, I respectfully request that the temporary appointment be extended for six months, from October 01, 2023-April 01, 2024. If granted, this would be the second extension.

Mr. Price is currently a Parking Enforcement Officer. The need to fill the position derives from the retirement of the Parking Enforcement Manager, a Parking Enforcement Assistant Manager and the transfer of a second Parking Enforcement Assistant Manager. Mr. Price has eighteen years of experience working in various positions within the City and with the majority of them in Parking Enforcement. Mr. Hill also holds an BA Communications Degree. This position plays a critically important role in day to day Parking Services operations.

Thank you for your consideration. If you have any questions or concerns, please contact Tom Woznick, Parking Services Manager (x3635 [twozni@milwaukee.gov](mailto:twozni@milwaukee.gov)) or Makisha Porter, Operations Human Resources Administrator (x3255 or [mmporte@milwaukee.gov](mailto:mmporte@milwaukee.gov)).

Sincerely,

Danielle Rodriguez, M.B.A.  
Director of Operations

DAR:mmp  
cc: Dan Thomas, Tom Woznick



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



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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				
<b>DEPARTMENT/DIVISION</b> DPW Parking	<b>LAST NAME</b> Price	<b>FIRST NAME</b> Christopher	<b>INITIAL</b>	
<b>AUTHORIZED POSITION TITLE</b> Parking Enforcement Supervisor	<b>PAY RANGE</b> 1AX	<b>F&amp;P COMMITTEE APPROVAL DATE</b>	<b>REQUISITION #</b>	
<b>UNDERFILL TITLE (IF APPLICABLE)</b>	<b>PAY RANGE</b>	<b>WAS THE INDIVIDUAL HIRED FROM AN ELIGIBLE LIST?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No      If yes, Referral #		
<b>REASON FOR TEMPORARY APPOINTMENT</b> <input type="checkbox"/> During Leave of Absence of an employee who is expected to return <input checked="" type="checkbox"/> To perform services of a temporary nature and for a limited period	<b>EFFECTIVE DATE</b> 10/01/2023	<b>ANTICIPATED EXPIRATION DATE</b> 04/01/2024	<b>T.A. RATE OF PAY</b> 2300.04	
<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> The position was left vacant by retirement				
<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> Mr. Price is currently working as an acting lead in the department				
<b>PROVIDE INFORMATION TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS:</b>				
<b><u>TRAINING AND EDUCATION:</u></b> BA Communications UW Whitewater	<b><u>WORK EXPERIENCE:</u></b> Over his 18 year career, Mr. Price has held several different management positions within the city.	<b><u>OTHER REQUIREMENTS (I.e. LICENSES)</u></b>		
<b>IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>IF YES, CURRENT DEPARTMENT:</b> DPW Parking	<b>CURRENT POSITION TITLE:</b> PEO	<b>EMPLOYEE ID NUMBER:</b> 017242	
<b>IS THE INDIVIDUAL BEING GIVEN THIS TEMPORARY APPOINTMENT RELATED BY BLOOD OR MARRIAGE TO THE APPOINTING OFFICER, ANY MEMBER OF THE APPOINTING BOARD OR BODY, DIRECT SUPERVISOR, OR TO ANY ELECTIVE OF APPOINTIVE CITY OFFICIAL? (Refer to CSC Rule VIII, Section 10 regarding nepotism.)</b> <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes – Explain Relationship				
<b>THIS TEMPORARY APPOINTMENT IS MADE IN ACCORDANCE WITH RULE IX, SECTION 2 OF THE CITY SERVICE COMMISSION AND IS LIMITED TO A PERIOD OF 90 DAYS UNLESS AN EXTENSION IS APPROVED BY THE COMMISSION.</b>				
<b>REPORTING OFFICER</b> <i>Thomas Woznick</i>	<b>SIGNATURE</b> <i>[Signature]</i>	<b>TITLE</b> Parking Services Manager	<b>DATE</b> 9/11/2023	
<b>APPROVING OFFICER</b> <i>Danielle Rodriguez</i>	<b>SIGNATURE</b> <i>[Signature]</i>	<b>TITLE</b> Director of Operations	<b>DATE</b> 9/1/23	
<b>THIS SECTION FOR DER REVIEW</b>				
<b>DER REVIEW COMPLETED BY:</b>	<b>SIGNATURE</b>	<b>TITLE</b>	<b>DATE</b>	



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Parking Services Manager

September 1, 2023

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

RE: Request to Extend Temporary Appointment – Stephanie Simmons

Dear City Service Commissioners:

DPW Operations Division respectfully requests extension of temporary appointment to the position of Parking Enforcement Supervisor for Ms. Stephanie Simmons. The original temporary appointment began which December 25, 2022 was extended in March for six months. The department waited to post the position until after a compensation market study was completed and implemented. In anticipation of its expiration, I respectfully request that the temporary appointment be extended for six months, from October 01, 2023-April 01, 2024. If granted, this would be the second extension.

Ms. Simmons is currently a Communications Assistant IV which serves as a lead worker at the Parking information Desk. The need to fill the position derives from the retirement of the Parking Enforcement Manager, a Parking Enforcement Assistant Manager and the transfer of a second Parking Enforcement Assistant Manager. Ms. Simmons has twenty-three years of experience working in various customer service positions within the City and with the majority of them in Parking Enforcement. This position plays a critically important role in day to day Parking Services operations.

Thank you for your consideration. If you have any questions or concerns, please contact Tom Woznick, Parking Services Manager (x3635 [twozni@milwaukee.gov](mailto:twozni@milwaukee.gov)) or Makisha Porter, Operations Human Resources Administrator (x3255 or [mmporte@milwaukee.gov](mailto:mmporte@milwaukee.gov)).

Sincerely,

Danielle Rodriguez, M.B.A.  
Director of Operations

DAR:mmp  
cc: Dan Thomas, Tom Woznick



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



R. 07.08.19

## NOTICE OF TEMPORARY APPOINTMENT

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TEMPORARY APPOINTMENT / APPOINTEE DETAILS			
DEPARTMENT/DIVISION DPW Parking	LAST NAME Simmons	FIRST NAME Stephanie	INITIAL
AUTHORIZED POSITION TITLE Parking Enforcement Supervisor	PAY RANGE 1AX	F&P COMMITTEE APPROVAL DATE	REQUISITION #
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 10/01/2023	ANTICIPATED EXPIRATION DATE 04/01/2024	T.A. RATE OF PAY 2369.04
<b>ATTACH A COPY OF THE CURRENT JOB DESCRIPTION &amp; A RESUME IN ADDITION TO COMPLETING THE INFORMATION BELOW</b>			
PROVIDE AN EXPLANATION OF WHY THE TEMPORARY APPOINTMENT IS NEEDED: The position was left vacant by retirement			
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: Miss Simmons is currently serving as the PID lead.			
PROVIDE INFORMATION TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS:			
<u>TRAINING AND EDUCATION:</u> Some college experience	<u>WORK EXPERIENCE:</u> 23 years of customer service with experience with the city. Currently serving as a PID lead, coordinating dispatch and working with other staff to direct daily operations	<u>OTHER REQUIREMENTS (i.e. LICENSES)</u>	
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	IF YES, CURRENT DEPARTMENT: DPW Parking	CURRENT POSITION TITLE: CA IV	EMPLOYEE ID NUMBER: 013800
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 <i>Thomas Woznick</i>	SIGNATURE <i>[Signature]</i>	TITLE Parking Services Manager	DATE 9/1/2023
APPROVING OFFICER <i>Danielle Rodriguez</i>	SIGNATURE <i>[Signature]</i>	TITLE Director of Operations	DATE 9/1/23
<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>
Martinez, Anita		9/1/2023
<b>POSITION TITLE</b>	<b>PAY RANGE</b>	<b>RATE OF PAY</b>
Parking Enforcement Supervisor	1AX	2481.18

**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.

*[Handwritten Signature]*

Temporary Appointment Applicant Signature

9-5-23

Date Signed

Makisha Porter

Witness Name (Print)

*[Handwritten Signature]*

Witness Signature



## 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>
Price, Christopher		9/1/2023
<b>POSITION TITLE</b>	<b>PAY RANGE</b>	<b>RATE OF PAY</b>
Parking Enforcement Supervisor	1AX	2300.04

**SECTION II. TEMPORARY APPOINTEE STATEMENT OF UNDERSTANDING**

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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.

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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

9-5-23  
 Date Signed

Makisha Porter  
 Witness Name (Print)

  
 Witness Signature





## TEMPORARY APPOINTEE STATEMENT OF UNDERSTANDING

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

<b>APPLICANT NAME (last, first, middle)</b>		<b>DATE</b>
Simmons, Stephanie		9/1/2023
<b>POSITION TITLE</b>	<b>PAY RANGE</b>	<b>RATE OF PAY</b>
Parking Enforcement Supervisor	1AX	2369.04

**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.

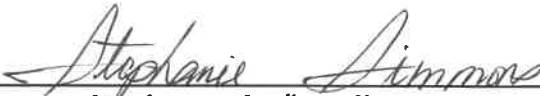
I understand that as a temporary appointee I am ineligible for paid holidays, sick leave, vacation or other benefits while serving on this temporary appointment, and that this temporary appointment shall not confer upon me any privilege of regular appointment. (Note: A current City of Milwaukee employee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

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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 09-02-2023  
Date Signed

  
 \_\_\_\_\_  
 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.

<b>1. Date Prepared/ Revised:</b> 9/6/2023		<b>2. Present Incumbent:</b> STANDARD		<b>Is incumbent underfilling position?</b>	
<b>3. Date Filled:</b>		<b>4. Previous Incumbent:</b>		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
<b>5. Department:</b> Department of Public Works		<b>Bureau:</b> <b>Division:</b> Operations		<b>Unit:</b> Parking Services <b>Section:</b> Parking Enforcement	
<b>6. Work Location:</b> 123 N 25 <sup>th</sup> St		<b>Telephone:</b> <b>Email:</b>		<b>Work Schedule:</b> Hours: Varies / Days: Varies	
<b>7. Represented by a Union?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<b>8. Bargaining Unit:</b> Management, General City If in District Council 48, which local?		<b>9. FLSA Status (check one):</b> <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	
<b>10.</b>	<b>Official Title:</b> Parking Enforcement Supervisor			<b>Pay Range</b>	<b>Job Code</b>
	<b>Underfill Title (if applicable):</b>			1CX	4342
	<b>Requested Title (if applicable):</b>				102
<b>Recommended Title (DER Use Only):</b>			<b>Approved by:</b>		
			<b>Date:</b>		

**11. BASIC FUNCTION OF POSITION:**

Under the direction of a Parking Enforcement Assistant Manager this position is responsible for the supervision of the Parking Enforcement Staff. The Staff will be engaged in the enforcement of City parking regulations, towing of illegally parked and abandoned vehicles, and responding to citizen complaints. This position is also responsible for the supervision of the City's Parking Information Desk, a 24-hour operation, which processes requests for towing services and dispatches tow equipment. Perform such other duties as from time to time directed by managers.

**12. DESCRIPTION OF JOB** (Check if description applies to **Official Title**  or **Underfill Title** ):

**A. ESSENTIAL FUNCTIONS/Duties and Responsibilities:** (Refer to the "Guidelines for Preparing Job Descriptions" for instructions on determining Essential Functions.)

% of Time	ESSENTIAL FUNCTION
40	• Supervise and deploy Parking Enforcement Officers to effectively enforce the City's parking regulations and to maximize their efficiency
20	• Supervise of the City's Tow Desk to effectively process tow requests and dispatches.
10	• Respond to complaints, disputes, "requests for service" and inquiries made by citizens, businesses, staff, and elected officials
5	• Completing written reports
5	• Assist in researching various issues and prepare and maintain reports, records, or documents as assigned
5	• Assist in training Parking Enforcement Officers in use of proper safety techniques and other departmental protocol
5	• Represent Department of Public Works/Parking Enforcement at various community and public meetings
5	• Perform such duties as from time to time directed by managers
	•
	•

**B. PERIPHERAL DUTIES:**

% of Time	PERIPHERAL DUTY
5	• Other duties as assigned
	•

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% of Time	PERIPHERAL DUTY
	•
	•
	•
	•
	•
	•
	•
	•
	•
	•

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

Assistant Managers Adam Lopez and David Lawrence

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

Supervision is received from the Assistant Managers or Manager

**E. SUPERVISION EXERCISED:**

Total number of employees for whom responsible, either directly or indirectly = 32.

**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>Job Title</b>	
<b>Extent of Supervision Exercised</b> <i>(Select those that apply from list above, a - h)</i>		
25	Parking Enforcement Officers	a,b,c,d,e,g, and h
1	Lead Parking Enforcement Officer	a,b,c,d,e,g, and h
2	Communication Assistants	a,b,c,d,e,g, and h
1	Office Assistant IV	a,b,c,d,e,g, and h
2	Communication Assistants	a,b,c,d,e,g, and h
1	Lot Attendant	a,b,c,d,e,g, and h

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

i. Education and Experience:

Experience in parking enforcement, towing and related activities. Graduation from High School or equivalent. Post High School education in business administration, public administration or related field is desirable. At least two years of progressively responsible experience managing municipal public works field operations is desirable

ii. Knowledge, Skills and Abilities:

Demonstrates good analytical and verbal and written communication skills. Ability to direct and organize staff is an essential ability. Computer and keyboarding skills to include a working knowledge of current software applications (i.e., PeopleSoft, Microsoft Word, Excel, and database programs)

iii. Certifications, Licenses, Registrations:

Valid Motor Vehicle Operator's license

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iv. Other Requirements:

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

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

**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 checked="" 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 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 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 checked="" 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 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 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.

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<input checked="" 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:**

<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 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 checked="" type="checkbox"/>	<b>The worker is subject to outside environmental conditions:</b> No effective protection from weather.
<input checked="" type="checkbox"/>	<b>The worker is subject to extreme cold:</b> Temperatures below 32 degrees for period of more than one hour.
<input checked="" 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 checked="" 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 checked="" type="checkbox"/>	Commercial vehicle	<input 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 checked="" type="checkbox"/>	Other (please list):		
	Chalk stick for marking vehicles, Ticket Issuance Device for issuing parking citations and other functions		

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- 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 characteristic that contribute to an individual's ability to perform well in the job, and any other special considerations.)

Must be able to work well under pressure and be able to effectively and amicably resolve complaints from citizens and elected officials. Must understand and apply City Parking Ordinances. Will be required to work all shifts: evenings, weekends, and holidays and during snow emergencies.

Must be professional in conduct, dialog and appearance. Must be courteous. Diplomatic and tactful even in stressful situation. Must be collaborative and customer service driven with ability to communicate with all stakeholders in a diplomatic, tactful and concerned manner. Must be dedicated and willing to respond to department's emergency response efforts including but not limited to snow and ice efforts. Must be decisive, self-motivated and an effect problem solver. Must have a high degree of ethics.

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



\_\_\_\_\_  
*Signature of Department Head or Designated Representative*

9/6/23

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