



Department of Public Works  
Administration

Jerrel Kruschke, P.E.  
Commissioner of Public Works

Dan Thomas, M.P.A., J.D.  
Director of Administrative Services

October 15, 2024

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

Re: Extension of Temporary Appointment Request: Wright Trapp, Parthina – First Extension Request

Dear City Service Commissioners:

The Department of Public Works (DPW) respectfully requests permission and approval to extend the temporary appointment of Ms. Parthina Wright Trapp as DPW Human Resources Analyst - Senior, beginning October 27, 2024 through January 25, 2025. This is the first extension request for Ms. Wright Trapp following the original temporary appointment approved for August 4, 2024 through October 26, 2024.

Ms. Wright Trapp's temporary appointment expires on October 26, 2024. Recent departures have created vacancies in critical roles affecting daily operations in DPW Admin and the section has an exigent need to fill this role quickly to minimize any potential disruptions to the flow of work. Ms. Wright Trapp will be taking on new duties to maintain current levels of departmental functions and will be instrumental in bridging the gap until the role can be filled on a permanent basis.

Ms. Wright Trapp has been with the Department in her current role as a Payroll Assistant 3 since October 2023, and prior to that, she worked as an HR Coordinator before coming to the City. She has demonstrated great capability and she has a command of all pertinent internal systems related to Payroll job responsibilities. She has shown a strong aptitude for learning new tasks and maintaining confidentiality related to work product.

Ms. Wright Trapp has been a great asset to this department. She has been able to utilize her previous experiences, including all of those gained with DPW Administration. Therefore, we are respectfully requesting to extend Ms. Wright Trapp's temporary appointment.

If you have any questions regarding this request, please contact me directly at 414-286-3307.

Sincerely,

Signed by:  
  
FA7CE1AF35AD4CA...

Dan Thomas M.P.A., J.D.  
DPW Administrative Services Director



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



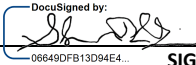

## NOTICE OF TEMPORARY APPOINTMENT

R. 07.08.19

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			
<b>DEPARTMENT/DIVISION</b> DPW Administrative Services	<b>LAST NAME</b> Wright Trapp	<b>FIRST NAME</b> Parthina	<b>INITIAL</b>
<b>AUTHORIZED POSITION TITLE</b> Leave Admin. Coordinator	<b>PAY RANGE</b> 2KX	<b>F&amp;P COMMITTEE APPROVAL DATE</b> N/A	<b>REQUISITION #</b> N/A
<b>UNDERFILL TITLE (IF APPLICABLE)</b> HR Analyst Senior	<b>PAY RANGE</b> 2JX	<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> 10/27/2024	<b>ANTICIPATED EXPIRATION DATE</b> 1/25/2025	<b>T.A. RATE OF PAY</b> 2798.78
<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> Recent departures have created vacancies in critical roles affecting daily operations in DPW Admin and the section has an exigent need to fill this role quickly to minimize any potential disruptions to the flow of work. Ms. Wright Trapp will be taking on new duties to maintain current levels of departmental functions and will be instrumental in bridging the gap until the role can be filled on a permanent			
<b>EXPLAIN HOW THE INDIVIDUAL WAS SELECTED FOR THE APPOINTMENT, INCLUDING THE SELECTION PROCESS USED AND IF NOT FROM AN ELIGIBLE LIST, HOW THE INDIVIDUAL WAS IDENTIFIED AS A POTENTIAL TEMPORARY APPOINTEE:</b> Ms. Wright Trapp previously worked as an HR Coordinator before coming to the City. Since she started with DPW Payroll in October 2023, she has demonstrated great capability and she has a command of all pertinent internal systems related to Payroll job responsibilities. She has shown a strong aptitude for learning new tasks and maintaining confidentiality related to work product.			
<b>PROVIDE INFORMATION TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS:</b>			
<b><u>TRAINING AND EDUCATION:</u></b> Please see resume	<b><u>WORK EXPERIENCE:</u></b> Please see resume	<b><u>OTHER REQUIREMENTS (i.e. LICENSES):</u></b> Please see resume	
<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> Public Works / Admin Services	<b>CURRENT POSITION TITLE:</b> Payroll Assistant 3	<b>EMPLOYEE ID NUMBER:</b> 037422
<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 APPOINTEE 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> Shannon Goodwin	<b>SIGNATURE</b> 	<b>TITLE</b> DPW Admin Services Manager	<b>DATE</b> 10/15/2024
<b>APPROVING OFFICER</b> Dan Thomas	<b>SIGNATURE</b> 	<b>TITLE</b> DPW Admin Services Director	<b>DATE</b> 10/15/2024
THIS SECTION FOR DER REVIEW			
<b>DER REVIEW COMPLETED BY:</b>	<b>SIGNATURE</b>	<b>TITLE</b>	<b>DATE</b>



## 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 ( <i>last, first, middle</i> )		DATE
Wright Trapp, Parthina		10/15/2024
POSITION TITLE	PAY RANGE	RATE OF PAY
Human Resources Analyst - Senior	2JX	2798.78

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

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

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

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

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

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

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

  
 Temporary Appointment Applicant Signature

10-15-2024  
 Date Signed

Elizabeth Bamm  
 Witness Name (Print)

  
 Witness Signature

# JOB DESCRIPTION

## FOR DER USE ONLY

**Vacancy No.**

City Service  
Commission:  
Fire & Police  
Commission:

Finance  
Committee:  
Common  
Council:

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

<b>1. Date Prepared/ Revised:</b> 08/01/2024		<b>2. Present Incumbent:</b>		<b>Is incumbent underfilling position?</b>	
<b>3. Date Filled:</b>		<b>4. Previous Incumbent:</b> Daovien Thao		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
<b>5. Department:</b> Public Works, Dept. of		<b>Bureau:</b> <b>Division:</b> Administration		<b>Unit:</b> <b>Section:</b> Administration	
<b>6. Work Location:</b> 841 N. Broadway		<b>Telephone:</b> <b>Email:</b>		<b>Work Schedule:</b> Hours: 8am-4:45pm / Days: Monday-Friday	
<b>7. Represented by a Union?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>8. Bargaining Unit:</b> Non-Mgmt/Non-Rep 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> Leave Administration Coordinator			<b>Pay Range</b>	<b>Job Code</b>
	<b>Underfill Title (if applicable):</b> Human Resources Analyst- Senior			2KX	
	<b>Requested Title (if applicable):</b>			2JK	4466
<b>Recommended Title (DER Use Only):</b>			<b>Approved by:</b>		
			<b>Date:</b>		

**11. BASIC FUNCTION OF POSITION:**

Administer FMLA Leave and ensure compliance with state and federal laws pertaining to leave under the FMLA for the Department of Public Works. Serve as subject matter expert for the Department and liaison to the Department of Employee Relations for FMLA related matters.

**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
50	<ul style="list-style-type: none"> <li>Serve as DPW's FMLA Leave Administrator. In conjunction with DER's Leave Administrator Coordinator, ensure compliance with state and federal laws pertaining to leaves under the Family and Medical Leave Act.</li> <li>Utilize FMIS queries to determine FMLA eligibility for employees</li> <li>Work with Payroll and HR staff to track and approve staff FMLA usage to ensure staff does not exceed the limits provided under the law.</li> <li>Determine eligibility for Paid Parental Leave benefit.</li> </ul>
20	<ul style="list-style-type: none"> <li>Provide information/resources to employees related to FMLA leave. Answer questions from managers and employees regarding FMLA laws, policies and procedures.</li> <li>Track and monitor leaves of absence in compliance with the civil service rules and departmental procedures. Coordinate with HR and Safety regarding possible ADA cases</li> </ul>
15	<ul style="list-style-type: none"> <li>Prepare written reports, PowerPoint presentations and make recommendations to the Director and Commissioner. Provide training on FMLA processes to DPW Management and Supervisory staff.</li> </ul>
10	<ul style="list-style-type: none"> <li>Monitor communications from DER's Leave Administrator Coordinator for changes and updates, and communicate these changes to managers and employees. Work closely with Department &amp; Division heads to update FMLA policies &amp; procedures.</li> </ul>

**B. PERIPHERAL DUTIES:**

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	PERIPHERAL DUTY
5	<ul style="list-style-type: none"> <li>• Assist in preparation of any requested FMLA information for cases related to Federal/State Discrimination, Worker's Compensation and Unemployment Compensation matters.</li> </ul>
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**C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:**

Shannon Goodwin, DPW Administrative Services Manager

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

General policy guidance from the DPW Administrative Services Director & Administrative Services Manager. Creation of and implementation of "best practices" of performing work, are encouraged.

**E. 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.)

i. Education and Experience:

Bachelor's degree in Human Resources Management, Public Administration, Organizational Development, Business Administration or a closely related field from an accredited college or university.

Three years of progressively responsible experience performing duties closely related to the essential functions listed above such as employee relations, interpreting, applying, administering federal and state employment laws, local ordinances, and City Service Commission rules, and training diverse employee groups.

Must be proficient in oral and written communications and must possess the personal skills necessary to interact with the employees.

ii. Knowledge, Skills and Abilities:

Ability to interpret and advise on implementation of departmental and citywide policies, state statutes, and federal regulations related to FMLA. Ability to express ideas clearly and concisely, both orally and in writing to diverse employee and management groups. Ability to deal with the

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public, City officials and labor in a courteous and tactful manner without sacrificing City objectives.

iii. Certifications, Licenses, Registrations:

Valid Wisconsin Driver's License

iv. Other Requirements:

The ability to alter a course of action when outcomes are not meet

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

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

**CHECK ONE:**

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

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

**CHECK ONE:**

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

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

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

**CHECK ALL THAT APPLY:**

<input checked="" type="checkbox"/>	<b>None:</b> The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work).
<input type="checkbox"/>	<b>The worker is subject to inside environmental conditions:</b> Protection from weather conditions but not necessarily from temperature changes (i.e. warehouses, covered loading docks, garages, etc.)
<input type="checkbox"/>	<b>The worker is subject to outside environmental conditions:</b> No effective protection from weather.
<input type="checkbox"/>	<b>The worker is subject to extreme cold:</b> Temperatures below 32 degrees for period of more than one hour.
<input type="checkbox"/>	<b>The worker is subject to extreme heat:</b> Temperatures above 100 degrees for periods of more than one hour.
<input type="checkbox"/>	<b>The worker is subject to noise:</b> There is sufficient noise to cause the worker to shout in order to be heard above the surrounding noise level.
<input type="checkbox"/>	<b>The worker is subject to vibration:</b> Exposure to oscillating movements of the extremities or whole body.
<input type="checkbox"/>	<b>The worker is subject to hazards:</b> Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places or exposure to chemicals.
<input type="checkbox"/>	<b>The worker is subject to atmospheric conditions:</b> One or more of the following conditions that affect the respiratory system or the skin: Fumes, odors, dust, mists, gases or poor ventilation.
<input type="checkbox"/>	<b>The worker is subject to oil:</b> There is air and/or skin exposure to oils and other cutting fluids.
<input type="checkbox"/>	<b>The worker is required to wear a respirator.</b>

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

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

**CHECK ALL THAT APPLY:**

<input type="checkbox"/>	Camera and photographic equipment	<input checked="" type="checkbox"/>	Office Equipment (desk, chair, telephone, etc.)
<input type="checkbox"/>	Cleaning supplies	<input checked="" type="checkbox"/>	Office supplies (pens, staplers, pencils, etc.)
<input type="checkbox"/>	Commercial vehicle	<input type="checkbox"/>	Packing materials (boxes, shrink wrap, etc.)
<input 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

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<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 type="checkbox"/> Other <i>(please list)</i> :					

L. **SUPPLEMENTARY INFORMATION:** (Indicate any other information which further explains the importance, difficulty, or uniqueness of the position, such as its scope of responsibility related to finances, equipment, people, information, etc. Also indicate success factors such a personal characteristics that contribute to an individual's ability to perform well in the job, and any other special considerations.)

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



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*Signature of Department Head or Designated Representative*

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# Parthina Wright-Trapp

## ADMINISTRATIVE/HR

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*Diligent college graduate with a Bachelor of Arts (B.A.) with 8+ years of work experience in a professional environment. Aiming to leverage academic experience and a proven knowledge of executive support and records management to successfully fill the Administrative/HR role at your company. Frequently praised as hard-working by my peers, I can be relied upon to help your company achieve its goals.*

## EXPERIENCE

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### PAYROLL ASSISTANT III

City of Milwaukee

Milwaukee, WI

October 2023 - Present

- Assisted employees with inquiries according to payroll procedures to quickly resolve issues.
- Entered, reviewed, edited and approved employee work hours utilizing CityTime's payroll entry system.
- Assisted with onboarding practices such as entering new hire information into PeopleSoft HRMS.
- Prepared a variety of payroll adjustments as needed.
- Maintained employee personnel and benefits files.
- Executed various projects at year-end according to direction by supervisors.
- Assisted supervisors and fellow Payroll Assistants to successfully complete HR and Payroll related tasks.
- Maintained employee records in Peoplesoft HRMS.
- Reviewed and filed FMLA related paperwork as directed by the DPW FMLA department.
- Monitored and maintained accurate employee vacation and sick leave balances.

### HUMAN RESOURCES COORDINATOR

Transit Express

Milwaukee, WI

September 2015 - October 2023

- Provided current and prospective employees with company information regarding policies, job duties, working conditions, wages, opportunities for promotion and employee benefits.
- Served as liaison between management and employees by handling questions and resolving concerns.
- Identified staff vacancies and recruited, interviewed and selected applicants.
- Managed onboarding processes with new hires.
- Identified reasons for employee turnover rates and trends by actively working with management leaders.
- Processed and maintained personnel files including but not limited to, recruitment and training documents, grievances, performance evaluations, employee leaves of absence, and employment verifications.
- Developed and implemented recruiting strategies to meet current and anticipated staffing needs.
- Maintained cash handling procedures and assisted in billing processes.
- Served as the primary payroll administrator by verifying employee attendance, hours worked, pay adjustments and deductions.
- Maintained detailed logs of all FMLA related activities for audit purposes and served as a liaison between a third-party servicer and employees to communicate FMLA eligibility information.
- Maintained records of leave time, such as vacation, personal and sick leave for employees and provided such information when requested by supervisors.

- Attended job fairs to promote job opportunities and build community relations.
- Managed information regarding FMLA including absences, eligibility notices, FMLA hours entered in payroll systems and filing FMLA related paperwork.

## **EDUCATION**

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### **BACHELOR OF ARTS (B.A.)**

University of Wisconsin-Milwaukee, **Milwaukee, WI, US**

## **REFERENCES**

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References available upon request