



May 8, 2026

Jackie Q. Carter
Executive Secretary
City Service Commission
Department of Employee Relations
City Hall, Room 706

Dear Executive Secretary Carter:


Pursuant to Rule IX, Section 2, Temporary Appointment the Milwaukee Health Department is requesting an extension of the temporary appointment of Dianne Williams to the position of Epidemiologist Senior. Dianne's temporary appointment expired on April 25, 2026. MHD HR discussed this extension request in late March and subsequently did not submit the request timely. This is the first request for extension.

Dianne has had electronic health records project coordination and ongoing system support added to her job duties as part of our department-wide implementation of the OCHIN-EPIC EHR system. We have requested to reclassify her position to align with her updated duties and responsibility level. The request for reclassification has been submitted to DER Compensation Division and is currently pending completion. We are requesting to extend this temporary appointment for 90 days to allow time for the reclassification of the role.

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

Thank you for your consideration.

Sincerely,

Signed by:

Michael F. Totoraitis, PhD
Commissioner of Health



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 Health / PIE | LAST NAME Williams | FIRST NAME Dianne | INITIAL |
| AUTHORIZED POSITION TITLE Epidemiologist - Sr | PAY RANGE 2LX | F&P COMMITTEE APPROVAL DATE DER-AUX | 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 4/25/2026 | ANTICIPATED EXPIRATION DATE 7/25/2026 | T.A. RATE OF PAY \$3,433.32 |
| 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: Temporarily promote Dianne while her current position is reclassified, based on the Electronic Health Record project & system support lead work she is currently doing. We have requested to use DER's AUX resource program for this temporary appointment in the meantime. | | | |
| 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: Dianne has had Electronic Health Records project coordination & ongoing system support added to her job duties as part of our department-wide implementation of the Epic/OCHIN EHR system. We are requesting to reclassify her position to align with her updated duties and responsibility level. | | | |
| PROVIDE INFORMATION TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS: | | | |
| TRAINING AND EDUCATION: Bachelor's - Psychology Master's - Education Master's - Computing | WORK EXPERIENCE: MHD, Data & Evaluation Coordinator 6/2022-current Uline, Direct Marketing Analyst (10/2019-6/2022) Science Institute @ Northwestern Mutual, Junior Data Analyst (5/2019-10/2019) | OTHER REQUIREMENTS (i.e. LICENSES) | |
| IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | IF YES, CURRENT DEPARTMENT: Health - PIE | CURRENT POSITION TITLE: Data & Evaluation Coordinator | EMPLOYEE ID NUMBER: 035824 |
| 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 Ali Reed | SIGNATURE | TITLE Health Data & Eval Director | DATE 5/8/2026 |
| APPROVING OFFICER Lindsey O'Connor | SIGNATURE | TITLE Health Human Resources Admi | DATE 5/8/2026 |
| 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 |
| Williams, Dianne | | 5/8/2026 |
| POSITION TITLE | PAY RANGE | RATE OF PAY |
| Epidemiologist Senior | 2LX | \$3433.32 |

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.

Signed by:

Dianne Williams
 4ACE7A63211841F...

5/8/2026

Temporary Appointment Applicant Signature

Date Signed

Lindsey O'Connor

Signed by:

Lindsey O'Connor
 D65FC8DE968E406...

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: 4/22/2026 | | 2. Present Incumbent: Vacant | | Is incumbent underfilling position? | |
| 3. Date Filled: | | 4. Previous Incumbent: | | YES <input type="checkbox"/> NO <input type="checkbox"/> If YES, indicate Underfill Title in box 10. | |
| 5. Department: Health Department | | | Bureau: Policy, Innovation & Engagement Division: Data & Evaluation | | Unit: Section: |
| 6. Work Location: ZMB | | | Telephone: Email: | | Work Schedule: Hours: / Days: |
| 7. Represented by a Union? <input type="checkbox"/> Yes <input type="checkbox"/> No | | 8. Bargaining Unit: Non-Mgmt/Non-Rep If in District Council 48, which local? | | | 9. FLSA Status (check one): <input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt |
| 10. | Official Title: Epidemiologist Senior | | | Pay Range | Job Code |
| | Underfill Title (if applicable): | | | 2LX | |
| | Requested Title (if applicable): | | Project Coordinator – EHR & Lab Info Systems | 2LX | |
| Recommended Title (DER Use Only): | | | | Approved by: Date: | |

11. BASIC FUNCTION OF POSITION:

The EHR & LIS Project Coordinator is responsible for managing the implementation and providing ongoing support of the Electronic Health Record (Epic via OCHIN) and Clinisys Laboratory Information Management System. The Project Coordinator participates in complex decision-making; developing implementation strategies, definition, scope, and software analysis; and maintaining project plans, budget, and timelines. The Project Coordinator will ensure system stability and continuous improvement by managing daily operations, planning upgrades, and coordinating with external vendors and MHD end users. Key duties include system maintenance and enhancements, vendor coordination, and coordinating staff training with program Superusers.

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 | <p>System maintenance & optimization</p> <ul style="list-style-type: none"> Oversee daily operations & maintenance of the OCHIN Epid EHR & Clinisys LIMS platforms, monitoring performance and minimizing downtime. Vendor & Stakeholder Collaboration: Liaise with OCHIN Epic and Clinisys support teams, as well as internal IT, clinical, and laboratory staff, to address technical issues, implement updates, and define project requirements. Enhancements & Upgrades: Lead planning and implementation of system enhancements and upgrades, coordinating testing and validation. Supervise post-go-live review and optimization activities to ensure successful deployments. |

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 |
|-----------|---|
| 35 | <p>Project Management:</p> <ul style="list-style-type: none"> • Develop project plans, timelines, and documentation. Track progress, communicate status to stakeholders, and manage scope changes, risks, and deliverables throughout the project lifecycle. • Manages Post-Implementation Lifecycle of EHR and LIMS Projects: Oversees all phases following the initial go-live, including stabilization, system optimization, user support, and transition to long-term maintenance. Ensures continuous improvement, vendor coordination, and alignment with operational goals across the organization • Coordinates Ongoing Project Execution, Support, and Accountability: Partners with internal teams and external vendors to resolve technical and operational issues, manage enhancements, and track progress toward performance goals. • Post-Implementation Communication & Oversight: Maintains clear and consistent communication of post-implementation goals, system performance metrics, enhancement priorities, and progress updates through regular team touchpoints, status briefings, and internal and external stakeholder meetings. |
| 5 | <p>Regulatory Compliance & Security</p> <ul style="list-style-type: none"> • Along with the MHD Compliance Analyst, ensure systems comply with HIPAA, CLIA, and other relevant regulations. Manage user access controls and data security measures, maintaining thorough documentation of configurations and audit logs. |
| 10 | <p>User Support & Training</p> <ul style="list-style-type: none"> • Serve as a subject-matter expert for the EHR and LIMS systems. Provide technical support, and coordinate and develop training materials as well as conduct user training sessions in conjunction with Superusers, to ensure seamless adoption of new features and workflows. |
| 5 | <p>Data Reporting</p> <ul style="list-style-type: none"> • Collaborate with MHD & OCHIN data analysts and epidemiologists to support the development and validation of reports from the EHR to ensure data integrity and availability. |
| | <ul style="list-style-type: none"> • • |

B. PERIPHERAL DUTIES:

| % of Time | PERIPHERAL DUTY |
|-----------|--|
| 5 | <p>MISCELLANEOUS</p> <ul style="list-style-type: none"> • Participate in department culture and wellbeing initiatives • Participate in quality improvement (QI) projects to foster a culture of continuous quality improvement (CQI) • Participate in Emergency Preparation activities and respond to broad impact events or Public Health Emergencies as required. • Participate in a positive safety culture by engaging with safety initiatives, following safety policies and procedures, and reporting safety hazards & opportunities for improvements |
| | <ul style="list-style-type: none"> • • |

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Ali Reed, Health Data & Evaluation Director

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

Individual is expected to work independently with limited supervision. Work assignments and methods are outlined, reviewed, and approved by the Health Data & Evaluation Director

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 |

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.

| Number Supervised | Job Title | Extent of Supervision Exercised <i>(Select those that apply from list above, a - h)</i> |
|-------------------|---------------------|--|
| 1 | EHR Support Analyst | a-e, assists with g |
| | | |
| | | |
| | | |

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

- i. Education and Experience:
 Bachelor’s Degree in Information Technology, Business Administration, or Healthcare, or related degree program.
 3 years of public health, healthcare, data & evaluation, data modernization or closely related experience.
Equivalent combinations of education and experience may also be considered.
- ii. Knowledge, Skills and Abilities:
 Ability to manage complex IT projects including all elements of scope, schedule, budget, risk evaluation, quality, system integration, staffing, and communication driving the process with a big picture analysis

 Ability to self-manager and prioritize daily schedules, work effectively in a collaborative style with internal and external customers, team members, managers, and executives.

 Ability to proactively identify and mitigate project risks, escalate and track issues to resolution, and creatively problem solve to find alternative solutions.

 Ability to drive for results that add value to the project goals.

 Great communication skills, proactive/action orientated with superior facilitation and presentation skills.

 Must have an adaptive project management and communication approach that aligns with the needs of the project.

 Independent and innovative spirit.

 Flexibility and responsiveness to input from project and project stakeholders.

 Ability to quickly grasp new concepts and technologies and adapt to changes and demands of the organization.

 Effective problem solver, strategic thinker, and self-motivated.

 Working knowledge of MS Office Suite, Adobe, MS Teams, electronic medical records (EMR) and electronic health records (EHR).
- iii. Public Health Foundation Competencies
 Competencies Job Group: 3 – Data Drivers
 Public Health Tier: 1 – Front Line and Program Support
 Competencies for each Job Group can be found here: [MHD PH Competencies by Job Category](#)
- iv. Certifications, Licenses, Registrations:
 Ability to travel independently throughout Milwaukee, either by transit, bicycle, or automobile.
- v. Other Requirements:
 The ideal candidate has extensive healthcare IT project management experience and familiarity with Epic/EHR systems.

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 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 type="checkbox"/> | Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion. |
| <input 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 type="checkbox"/> | Grasping: Applying pressure to an object with fingers and palm. |
| <input 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 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 checked="" 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 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 |

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.

| | |
|--|--|
| | 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"/> | 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:** _____%

CHECK ALL THAT APPLY:

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

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.

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

Signed by:

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Signature of Department Head or Designated Representative

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