



**Department of Administration
Budget and Management Division**

Cavalier Johnson
Mayor

Sharon Robinson
Administration Director

Nik Kovac
Budget and Management Director

November 10, 2022

Kristin Urban
Staffing Services Manager
Dept. of Employee Relations
City Hall, Room 706
200 E. Wells Street
Milwaukee, WI 53202

RE: Request for Extension of Temporary Position of Business Operations Specialist

Dear Mrs. Urban:

I am writing to request that the temporary position of Business Operations Specialist, filled by Crystal Ivy, be extended to December 31, 2023. The current authorization expires on November 5, 2022 and the additional job duties associated with the temporary position will extend well beyond this date.

The department has taken on additional administrative and fiscal support duties due to the administration of ARPA funds to departments. This appointment is to pay the employee for the additional duties and the increased level of responsibility required for administratively supporting the ARPA administration.

Thank you for your consideration. If you have questions, please contact me at 286-8552.

Sincerely,

Nik Kovac
Budget and Management Director

NK

K:/Personnel Issues/Payroll and Personnel Actions/2022/Temp Pos Extension cei.doc



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

TEMPORARY APPOINTMENT / APPOINTEE DETAILS											
DEPARTMENT/DIVISION DOA-BUDGET & MANAGEMENT	LAST NAME IVY	FIRST NAME CRYSTAL	INITIAL E								
AUTHORIZED POSITION TITLE BUSINESS OPERATIONS SPECIALIST	PAY RANGE 2GX	F&P COMMITTEE APPROVAL DATE N/A	REQUISITION # ARP								
UNDERFILL TITLE (IF APPLICABLE)	PAY RANGE	WAS THE INDIVIDUAL HIRED FROM AN ELIGIBLE LIST? ☐ Yes ☒ No If yes, Referral #									
REASON FOR TEMPORARY APPOINTMENT ☐ During Leave of Absence of an employee who is expected to return ☒ To perform services of a temporary nature and for a limited period	EFFECTIVE DATE 11/6/22	ANTICIPATED EXPIRATION DATE 12/31/23	T.A. RATE OF PAY \$2,742.32 BW								
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: The Budget and Management Division has taken on additional administrative and fiscal support duties due to the administration of ARPA funds to departments. This employee is taking on the additional duties related to the ARPA administration. This appointment is to pay the employee for the additional duties that have been added to the position and the increased level of responsibility required for administratively supporting the ARPA administration.											
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: Crystal Ivy is the only Administrative Specialist Senior in the Division, and as such is uniquely qualified to perform these duties.											
PROVIDE INFORMATION TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS: <table border="0"><tr><td><u>TRAINING AND EDUCATION:</u></td><td><u>WORK EXPERIENCE:</u></td><td colspan="2"><u>OTHER REQUIREMENTS (i.e. LICENSES):</u></td></tr><tr><td></td><td>29 years of Office Support and budgetary experience with the Department of Administration - Budget and Management Division</td><td colspan="2"></td></tr></table>				<u>TRAINING AND EDUCATION:</u>	<u>WORK EXPERIENCE:</u>	<u>OTHER REQUIREMENTS (i.e. LICENSES):</u>			29 years of Office Support and budgetary experience with the Department of Administration - Budget and Management Division		
<u>TRAINING AND EDUCATION:</u>	<u>WORK EXPERIENCE:</u>	<u>OTHER REQUIREMENTS (i.e. LICENSES):</u>									
	29 years of Office Support and budgetary experience with the Department of Administration - Budget and Management Division										
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? ☒ Yes ☐ No	IF YES, CURRENT DEPARTMENT: DOA - Budget & Management	CURRENT POSITION TITLE: Admin. Support Spec. Sr.	EMPLOYEE ID NUMBER: 007903								
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.) ☒ No ☐ 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 NIK KOVAC	SIGNATURE 	TITLE BUDGET DIRECTOR	DATE 11/10/22								
APPROVING OFFICER NIK KOVAC	SIGNATURE 	TITLE BUDGET DIRECTOR	DATE 11/10/22								
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
IVY, CRYSTAL		8/2/2022
POSITION TITLE	PAY RANGE	RATE OF PAY
BUSINESS OPERATIONS SPECIALIST	2GX	2,742.31 BW (RES.INC.)

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.

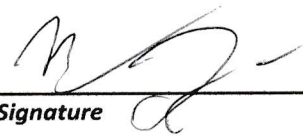
In accordance with Civil Service Rule VIII, Section 10, concerning nepotism, I hereby certify that I am not related, either by blood or through marriage, to the appointing officer or to any member of the appointive board or body or to any direct superior or to any elective or appointive City official. (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

8/2/2022
Date Signed

Michael Ivy
Witness Name (Print)


Witness Signature

CRYSTAL IVY

Organized and efficient, accustomed to managing multiple responsibilities simultaneously under critical deadlines, extensive knowledge of budget processes and city government procedures and policies.

EXPERIENCE

City of Milwaukee- Budget and Management Division

Administrative Specialist-Senior, 2017 - Present

- Coordinate printing/distribution of forms and materials for annual budget process.
- Prepare and update official line-item budget documents throughout the various stages of the budget process.
- Prepare and publish the city's annual positions ordinance, including cyclical updates following Finance & Personnel Committee action.
- Prepare and administer the division's annual budget.
- Monitor and update internal office procedures.
- Publish all budget-related materials to the internet, including communications to the public and other City departments.
- Manage the cyclical request to fill vacant positions process.

City of Milwaukee- Budget and Management Division

Administrative Specialist, 2008-2016

- Prepared complex documents used in various budget book publications under critical deadlines.
- Prepared PowerPoint presentations.
- Assisted analytic staff in compiling information related to various stages of the budget process.
- Maintained the Budget Director's calendar.
- Monitored expenditures and reported account status to Budget Director periodically.
- Gained increasing responsibilities and skills relating to office management.

City of Milwaukee- Budget and Management Division

Office Supervisor II, 2000-2007

- Managed the administration section of the division. Supervised three support staff positions.
- Responsible for the development, maintenance and operation of administrative systems and all technical, clerical, and analytic support operations for the division.
- Assisted in preparation of division budget.
- Hiring of new positions, disciplinary actions, work planning and training.

City of Milwaukee – Budget and Management Division

Program Assistant II, 1997-1999

- Responsible for administrative and program support to the Budget Division's outcome measurement and program result measurement program, including developing, maintaining and managing the data collection and summary efforts of the program.
- Lead support staff responsible for coordination of budget material production, including annual budget books, under statutory or critical deadlines.

City of Milwaukee - Budget and Management Division

Office Assistant, 1993-1996

- Basic Office responsibilities, including formatting outgoing correspondence, budget related materials, organizing files, maintaining databases, mailings, scheduling meetings.

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.

1. Date Prepared/ Revised: April 14, 2022		2. Present Incumbent:		Is incumbent underfilling position?	
3. Date Filled:		4. Previous Incumbent: Not applicable		YES ☐ NO ☒ If YES, indicate Underfill Title in box 10.	
5. Department: Administration, Dept. of		Bureau: Division: Budget & Management (BMD)		Unit: Section:	
6. Work Location: 603 City Hall		Telephone: x 3449 Email: civy@milwaukee.gov		Work Schedule: Hours: 7:30 am-4:30 pm / Days: Monday-thru Friday	
7. Represented by a Union? ☐ Yes ☒ No		8. Bargaining Unit: Non-Mgmt/Non-Rep If in District Council 48, which local?		9. FLSA Status (check one): ☐ Exempt ☒ Non-Exempt	
10.	Official Title: Business Operations Specialist			Pay Range	Job Code
	Underfill Title (if applicable):			2GX	
	Requested Title (if applicable):				
Recommended Title (DER Use Only):			Approved by: Date:		

11. BASIC FUNCTION OF POSITION:

Provide administrative support for the Budget and Management Division (BMD), including primary support for the Budget Director and support for the budget analysis staff. Primarily responsible for production of the official City Budget Documents and related materials. Responsible for preparation and publication of the city annual Positions Ordinance. Primarily responsible for assembling all official documents required for the Division's budget administration responsibilities. Management of the cyclical request to fill vacant positions process. Responsible for development and management of the Division's budget and all administrative needs.

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%	- Management of City Budget administrative systems. Perform a lead role for developing, preparing & distributing official annual city budget documents & related publications. - Scheduling, assembly and distribution of materials required for the review of the annual city budget by this division, the Mayor, and the Common Council and its committees. - Development of internal Division schedule for briefings and liaison with Mayor's office. - Management of systems for the processing of budget administration matters including requests for the filling of vacant positions, fund transfers, contingent fund requests, and emergency temporary position authorizations. This includes collaboration with all City departments and Budget staff. - Preparation and publication of requested and proposed budget summaries in Milwaukee and community journals, ensuring compliance with all statutory and Charter requirements. - Preparation and publication of the annual city positions ordinance, including cyclical updates following Finance & Personnel Committee action. - Collaboration with the Budget Director on various PowerPoint presentations for the public, Mayor, and the Common Council, including updating presentations as needed to reflect current status.

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
15%	Management of trouble shooting and technical assistance for the Budget Office and Environmental Collaboration Office (ECO) information technology applications. Orientation and "spot" training provision for Budget employees. Provide orientation to systems, protocols, and shared data bases for new employees. Update shared data folders on a regular basis. Ensure timely and accurate publishing of all budget-related materials to the internet, including communications to the public and other City departments.
15%	Development of ad hoc analysis of potential savings associated with potential vacancy management scenarios. Provide cyclical updates on the estimated cost of approving position vacancy requests for the remainder of the fiscal year, based on scenarios provided by the Budget Director.
10%	Develop, manage and monitor the Division's budget, including overseeing the purchase of supplies, maintenance of office equipment, and other operational needs.
10%	Responsible for payroll, HR functions, procurement, and voucher processing for the division.

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
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C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Dennis Yaccarino, Budget & Management Director

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

Very general supervision, limited to ensuring deliverables are understood and that accountability for productivity and effectiveness is monitored.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = 1.

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:

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)
One (1)	Currently- Administrative Specialist.	a, b, c, e

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.

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

Considerable knowledge of governmental budgeting processes and budget analysis and administration procedures.

Demonstrated ability to make decisions and set up procedures in accordance with rules, regulations and directives of policy makers; to plan, layout, direct and coordinate the work of others; and to exercise a high degree of judgement and discretion in the handling of confidential and sensitive matters.

i. Education and experience

High school diploma is essential

ii. Knowledge, Skills and Abilities:

Advanced ability in the use of various software packages including word processing, spreadsheet, graphics and presentation, and data base management systems

iii. Certifications, Licenses, Registrations:

none specifically required

iv. Other Requirements:

Advanced ability in the use of various software packages including word processing, spreadsheet, graphics and presentation, and data base management systems.

Considerable knowledge of governmental budgeting processes and budget analysis and administration procedures.

Demonstrated ability to make decisions and set up procedures in accordance with rules, regulations and directives of policy makers; to plan, layout, direct and coordinate the work of others; and to exercise a high degree of judgement and discretion in the handling of confidential and sensitive matters.

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:

☐	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.
☐	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.
☐	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.
☐	Kneeling: Bending legs at knee to come to a rest on knee or knees.
☐	Crouching: Bending the body downward and forward by bending leg and spine.
☐	Crawling: Moving about on hands and knees or hands and feet.
☐	Reaching: Extending Hand(s) and arm(s) in any direction.

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.

☐	Standing: Particularly for sustained periods of time.
☐	Walking: Moving about on foot to accomplish tasks, particularly for long distances.
☐	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.
☐	Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
☐	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.
☒	Fingering: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
☒	Grasping: Applying pressure to an object with fingers and palm.
☐	Feeling: Perceiving attributes of objects such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips.
☒	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.
☒	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.
☒	Repetitive Motions: Substantial movements (motions) of the wrist, hands, and/or fingers.
☐	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:

☒	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.
☐	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.
☐	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.
☐	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.
☐	Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

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

CHECK ONE:

☒	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).
☐	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.)
☐	Mobile Equipment Operators: This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
☐	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:

☒	None: The worker is not substantially exposed to adverse environmental conditions (such as typical office or
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The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

☐	<i>administrative work).</i>
☐	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>)
☐	The worker is subject to outside environmental conditions: No effective protection from weather.
☐	The worker is subject to extreme cold: Temperatures below 32 degrees for period of more than one hour.
☐	The worker is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour.
☐	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.
☐	The worker is subject to vibration: Exposure to oscillating movements of the extremities or whole body.
☐	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.
☐	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.
☐	The worker is subject to oil: There is air and/or skin exposure to oils and other cutting fluids.
☐	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:

☐ Camera and photographic equipment	☒ Office Equipment (desk, chair, telephone, etc.)
☐ Cleaning supplies	☒ Office supplies (pens, staplers, pencils, etc.)
☐ Commercial vehicle	☐ Packing materials (boxes, shrink wrap, etc.)
☒ Data processing equipment	☒ PC equipment (monitor, keyboard, printer, etc.)
☐ Handcart	☒ PC software
☐ Hand tools (<i>please list</i>):	
☐ Office Machines (<i>check all that apply</i>): ☒ Copier ☒ Facsimile ☒ Calculator ☐ Cash register	
☐ 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.

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.