



Department of Public Works

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

July 7th, 2026

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

RE: Request to Extend Temporary Appointment – Natalie Herman

Dear City Service Commissioners:

DPW Operations Division respectfully requests a Six-month temporary appointment extension to the position of Transportation Financial Analyst for Ms. Natalie Herman. The original temporary appointment began on May 11, 2026. I respectfully request that the temporary appointment be extended from August 16th, 2026 - February 16th, 2027. This is the first extension.

Ms. Natalie Herman is currently a Parking Services Supervisor in DPW Operations Parking/Transportation Section. This temporary appointment is providing support for the Parking Services Manager while the department works with the DER Compensation team to reclass the position of Transportation Financial Analyst. In her 26 years of service to the City of Milwaukee, Natalie has nearly twenty years of service in the Parking/Transportation section of Operations. Her work ethic, institutional knowledge, tenure, and understanding of the Parking/Transportation-specific rules make her a great choice for this position.

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

Sincerely,

Signed by:

3D3AC90F5C8A4D3...

Jerrel Kruschke

Commissioner of Public Works

DAR:kod  
cc: Peter Knox, Makisha Porter



## 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        |
|--------------------------------------|-----------|-------------|
| Natalie Herman                       |           | 8/16/2026   |
| POSITION TITLE                       | PAY RANGE | RATE OF PAY |
| Transportation Financial Analyst     | 1HX       | \$3,488.12  |

### 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

  
Date Signed

  
Witness Name (Print)

  
Witness Signature



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



## NOTICE OF TEMPORARY APPOINTMENT

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

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

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

| TEMPORARY APPOINTMENT / APPOINTEE DETAILS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                               |                                                                                                                                                                                                                                                    |                                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|
| DEPARTMENT/DIVISION<br>DPW - Operations - Parking                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | LAST NAME<br>Herman                                           | FIRST NAME<br>Natalie                                                                                                                                                                                                                              | INITIAL<br>M                   |
| AUTHORIZED POSITION TITLE<br>Transport Financial Analyst                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | PAY RANGE<br>1HX                                              | F&P COMMITTEE APPROVAL DATE<br>N/A                                                                                                                                                                                                                 | REQUISITION #<br>12216         |
| UNDERFILL TITLE (IF APPLICABLE)<br>N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | PAY RANGE<br>N/A                                              | WAS THE INDIVIDUAL HIRED FROM AN ELIGIBLE LIST?<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, Referral # N/A                                                                                                      |                                |
| REASON FOR TEMPORARY APPOINTMENT<br><input type="checkbox"/> During Leave of Absence of an employee who is expected to return<br><input checked="" type="checkbox"/> To perform services of a temporary nature and for a limited period                                                                                                                                                                                                                                                                                      | EFFECTIVE DATE<br>8/16/2026                                   | ANTICIPATED EXPIRATION DATE<br>2/16/2027                                                                                                                                                                                                           | T.A. RATE OF PAY<br>\$3,488.12 |
| 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:<br>To assist the Parking Services Manager while the role is being reclassified                                                                                                                                                                                                                                                                                                                                                                            |                                                               |                                                                                                                                                                                                                                                    |                                |
| 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:<br>In her 26 years of service to the City of Milwaukee, Natalie has nearly twenty years of service in the Parking/Transportation section of Operations. Her work ethic, institutional knowledge, tenure, and understanding of the Parking/Transportation-specific rules make her a great choice for this position. |                                                               |                                                                                                                                                                                                                                                    |                                |
| PROVIDE INFORMATION TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS:                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                               |                                                                                                                                                                                                                                                    |                                |
| TRAINING AND EDUCATION:<br>Milwaukee School of the Arts - Diploma - 1996<br>University of Wisconsin Milwaukee - 1996-'98<br>Marquette Park Tech College                                                                                                                                                                                                                                                                                                                                                                      |                                                               | WORK EXPERIENCE:<br>City of Milwaukee: Parking Services Supervisor (12/2015-current); Temp Parking Services Supervisor (6/2015-12/2015); Parking Meter Technician-Lead (6/2014-6/2015); Temp Parking Services Supervisor (11/2013-6/2014); Parking |                                |
| OTHER REQUIREMENTS (i.e. LICENSES):<br>Public Works University - 2013                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                               |                                                                                                                                                                                                                                                    |                                |
| IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE?<br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No                                                                                                                                                                                                                                                                                                                                                                                              | IF YES, CURRENT DEPARTMENT:<br>DPW-Ops-Parking/Transportation | CURRENT POSITION TITLE:<br>Parking Services Supervisor                                                                                                                                                                                             | EMPLOYEE ID NUMBER:<br>012756  |
| 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.)<br><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<br>Keishla Ortiz-Delgado                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | SIGNATURE<br><i>Keishla Ortiz-Delgado</i>                     | TITLE<br>HR Representative                                                                                                                                                                                                                         | DATE<br>7/10/2026              |
| APPROVING OFFICER<br>Jerrel Kruschke                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | SIGNATURE<br><i>Jerrel Kruschke</i>                           | TITLE<br>Commissioner of Public Works                                                                                                                                                                                                              | DATE<br>7/10/2026              |
| THIS SECTION FOR DER REVIEW                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                               |                                                                                                                                                                                                                                                    |                                |
| DER REVIEW COMPLETED BY:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | SIGNATURE                                                     | TITLE                                                                                                                                                                                                                                              | DATE                           |

# 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><br>3/22/2024                                                        |  | <b>2. Present Incumbent:</b>                                                           |  | <b>Is incumbent underfilling position?</b>                                                                           |  |
| <b>3. Date Filled:</b><br>10/28/2023                                                                  |  | <b>4. Previous Incumbent:</b><br>Alex Joines                                           |  | YES <input type="checkbox"/> NO <input checked="" type="checkbox"/><br>If YES, indicate Underfill Title in box 10.   |  |
| <b>5. Department:</b><br>Public Works, Dept. of                                                       |  | <b>Bureau:</b><br><b>Division:</b> Operations                                          |  | <b>Unit:</b> Parking Services<br><b>Section:</b> Parking Administration                                              |  |
| <b>6. Work Location:</b> 841 N Broadway                                                               |  | <b>Telephone:</b> 286-3237<br><b>Email:</b>                                            |  | <b>Work Schedule:</b><br>Hours: 8am-4:45pm / Days: M-F                                                               |  |
| <b>7. Represented by a Union?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |  | <b>8. Bargaining Unit:</b> Non-Mgmt/Non-Rep<br>If in District Council 48, which local? |  | <b>9. FLSA Status (check one):</b><br><input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt |  |
| <b>10. Official Title:</b><br>Transportation Financial Analyst                                        |  | <b>Pay Range</b>                                                                       |  | <b>Job Code</b>                                                                                                      |  |
| <b>Underfill Title (if applicable):</b>                                                               |  | 1HX                                                                                    |  | 5040                                                                                                                 |  |
| <b>Requested Title (if applicable):</b>                                                               |  |                                                                                        |  |                                                                                                                      |  |
| <b>Recommended Title (DER Use Only):</b>                                                              |  | <b>Approved by:</b>                                                                    |  |                                                                                                                      |  |
|                                                                                                       |  | <b>Date:</b>                                                                           |  |                                                                                                                      |  |

## 11. BASIC FUNCTION OF POSITION:

Provides detailed financial analysis and reports: including narrative, financial and statistical reports of revenues, expenses, cost-accounting and profit/loss statements for current and future operations to ensure the vitality of the Transportation Fund. Prepares, monitors and provides analysis of previous years' operating and capital budgets for both the Parking and Street Car units within the Transportation Fund. Provides professional staff support to Management and accounting staff for the proper financial recording, timely processing, preparation, monitoring and control of invoices for the Transportation Fund. This position provides staff support in the development, analysis and administration of the Parking Section's operating and capital budgets; and in the analysis of parking programs, operations and functions, especially as relates to City parking revenues and rate structures, the parking revenue collection systems and internal controls and long-term parking needs and plans.

## 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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 30        | <ul style="list-style-type: none"> <li>Provides financial reports and analysis of parking revenues, costs, expenses as well as financial projections. Provides support and assistance to maintain general accounting principles and ensure City financial processes are in place, followed and monitored. Provide data as requested to the Budget Office and others for budget preparation and monitoring. Provide to the Parking Services Manager financial information, such as out-year cash flow development and upkeep to monitor need for rate modifications etc. Prepares quarterly and annual revenue and expense summary reports. Monitor expenses on a regular basis. Prepare financial and accounting reports. Provide analytic expertise and advice.</li> </ul> |
| 30        | <ul style="list-style-type: none"> <li>Analyze and make recommendations concerning the financial impact of parking programs and operations such as: parking structure contract requirements; meter rate charges; tow policies and fees; permit policies and citation issuance. Analyze out year financial implication of contract terms. Conduct research, develop necessary analytic and statistical methodologies and prepare statistical reports with clear and concise recommendations. Assist the Parking Services Manager by conducting research into parking related program changes including similar situated City methods and programs, local impacts and cost benefit analysis.</li> </ul>                                                                       |

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                                                                                                                                                                                                                                                                                                                                                              |
|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 20        | <ul style="list-style-type: none"> <li>Provide financial analysis for the Street Car unit. Under the direction of the Street Car System Manager, provide analysis of ridership, research rate methodologies, and monitor accounts. Assist with data reporting for grants. Assist the Street Car System Manager with organizing invoices and ensuring timely payment.</li> </ul> |
| 15        | <ul style="list-style-type: none"> <li>Provide research and assistance in developing and monitoring various contracts, RFPs, bids. Monitor contract expenditures and contract balances providing proactive reports on contracts which need to be re-issued or, to which, more funds need to be added.</li> </ul>                                                                |
| 5         | <ul style="list-style-type: none"> <li>Assist with procurement projects, provide general analytical assistance and perform other duties as assigned. Other duties as assigned.</li> </ul>                                                                                                                                                                                       |
|           | •                                                                                                                                                                                                                                                                                                                                                                               |
|           | •                                                                                                                                                                                                                                                                                                                                                                               |
|           | •                                                                                                                                                                                                                                                                                                                                                                               |
|           | •                                                                                                                                                                                                                                                                                                                                                                               |
|           | •                                                                                                                                                                                                                                                                                                                                                                               |

**B. PERIPHERAL DUTIES:**

| % of Time | PERIPHERAL DUTY                                                                                                                                                           |
|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|           | <ul style="list-style-type: none"> <li>Testify before Common Council Committees and state legislative committees</li> </ul>                                               |
|           | <ul style="list-style-type: none"> <li>Responds to open records requests</li> </ul>                                                                                       |
|           | <ul style="list-style-type: none"> <li>Collaborate with multiple agencies toward transportation, mobility and parking related goals including Complete Streets</li> </ul> |
|           | •                                                                                                                                                                         |
|           | •                                                                                                                                                                         |
|           | •                                                                                                                                                                         |
|           | •                                                                                                                                                                         |
|           | •                                                                                                                                                                         |
|           | •                                                                                                                                                                         |
|           | •                                                                                                                                                                         |

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

Finance and Administration Manager

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

This position works with a moderate to high degree of autonomy. The Parking Services Manager will outline and review assignments associated with parking program and operational analyses. The Street Car System Manager will outline and review assignments associated with street car operations and analyses. The Finance and Administration Manager will oversee and support this position's financial duties.

**E. SUPERVISION EXERCISED:**

Total number of employees for whom responsible, either directly or indirectly = **40-50**.

**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<br>(Select those that apply from list above, a - h) |
|-------------------|-------------------------------------|-------------------------------------------------------------------------------------|
| 2                 | Transportation Accountant           | a,b,c,d,e,f,g,h                                                                     |
| 1                 | Transportation Accounting Assistant | a,b,c,d,e,f,g,h                                                                     |
| 2                 | Parking Services Supervisor         | a,b,c,d,e,f,g,h                                                                     |
|                   |                                     |                                                                                     |
|                   |                                     |                                                                                     |
|                   |                                     |                                                                                     |
|                   |                                     |                                                                                     |
|                   |                                     |                                                                                     |

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.

|                                    |                                                           |                                                                                                   |
|------------------------------------|-----------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| a. Assign duties                   | e. Sign or approve work                                   |                                                                                                   |
| b. Outline methods                 | f. Make hiring recommendations                            |                                                                                                   |
| c. Direct work in progress         | g. Prepare performance appraisals                         |                                                                                                   |
| d. Check or inspect completed work | h. Take disciplinary action or effectively recommend such |                                                                                                   |
| <b>Number Supervised</b>           | <b>Job Title</b>                                          | <b>Extent of Supervision Exercised</b><br><i>(Select those that apply from list above, a - h)</i> |
|                                    |                                                           |                                                                                                   |
|                                    |                                                           |                                                                                                   |

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

- i. Education and Experience:  
Bachelor's degree in finance, accounting, business admin or other related field.
- ii. Knowledge, Skills and Abilities:  
Knowledge of the principles and practices of business administration and financial and statistical analysis. Knowledge of budgetary, financial, accounting principles and practices, and system analysis techniques. Knowledge of revenue/expense forecasting principles and techniques. Ability to use FMIS query functions. Analyze and make recommendations concerning the financial impact of parking programs and operations such as parking structure contract requirements, long term implications and proper billing and payments. Ability to conduct in depth research on assigned topics, research, and develop necessary analytic and statistical methodologies and prepare statistical reports with clear and concise recommendations. Highly skilled in MS Office suite, including demonstrable skill with Excel. Skilled at presenting financial data to non-financial policy makers. Skilled at communicating; verbal and written. Must be able to work independently and meet deadlines. Must also be able to work as a team on projects.
- iii. Certifications, Licenses, Registrations:  
State of Wisconsin Driver's License at time of appointment and continuously while employed.
- iv. Other Requirements:  
Must be professional in conduct. Demonstrate high level of ethics. Must be able to respond and work snow and ice control operations. Working for long periods of time under stressful situations.

**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.                                                                                                                                                                                                                       |

*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.*

|                                     |                                                                                                                                                                                                                                                      |
|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <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 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 type="checkbox"/>            | <b>Hearing:</b> Perceiving the nature of sounds with no less than a 40 db loss. Ability to receive oral communication and make fine discriminations in sound.                                                                                        |
| <input checked="" type="checkbox"/> | <b>Repetitive Motions:</b> Substantial movements (motions) of the wrist, hands, and/or fingers.                                                                                                                                                      |
| <input checked="" type="checkbox"/> | <b>Driving:</b> Minimum standards required by State Law (including license).                                                                                                                                                                         |

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

**CHECK ONE:**

|                                     |                                                                                                                                                                                                                                                                                                                                                              |
|-------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/>            | <b>Sedentary Work:</b> Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. |
| <input checked="" 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><br>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:** 0%

**CHECK ALL THAT APPLY:**

*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.*

|                                     |                                                                                                                                                                                                                        |
|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | <b>None:</b> The worker is not substantially exposed to adverse environmental conditions ( <i>such as typical office or administrative work</i> ).                                                                     |
| <input checked="" type="checkbox"/> | <b>The worker is subject to inside environmental conditions:</b> Protection from weather conditions but not necessarily from temperature changes ( <i>i.e. warehouses, covered loading docks, garages, etc.</i> )      |
| <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 checked="" type="checkbox"/> Camera and photographic equipment                                                                                                                                                                                               | <input checked="" type="checkbox"/> Office Equipment (desk, chair, telephone, etc.) |
| <input type="checkbox"/> Cleaning supplies                                                                                                                                                                                                                          | <input checked="" type="checkbox"/> Office supplies (pens, staplers, pencils, etc.) |
| <input 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.)

This position is required to work as part of the Operations Division Snow and Ice Control Team. This includes a rotating schedule of availability and working snow and ice control events weekdays, weekends and holidays as needed to meet the need of the City. Must be able to work in a Field office and able to drive City Streets during these assignments.

Must be professional in appearance and conduct. Must be responsive to a diverse population of coworkers and residents with care and concern to provide excellent service while maintaining city rules and regulations. Requires a high degree of integrity, discretion, confidentiality and good judgement. Must be diplomatic, tactful and courteous and work efficiently in an executive level setting as well as field office settings.

**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*

*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.*

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# NATALIE HERMAN

Parking Services Supervisor (Parking Meters) since December of 2015. Manages all operations for parking spaces within the City of Milwaukee's metered system. Leads a team of four, one Parking Meter Technician Lead and three Parking Meter technicians. Works across departmental divisions for various programs administered by the City of Milwaukee.

## EXPERIENCE

PRESENT-  
DECEMBER 2015

### PARKING SERVICES SUPERVISOR

Manages all operations for the on and off-street parking meter program in the City of Milwaukee. The parking meter program is part of the Transportation Enterprise system, of which the Parking Services Supervisor for meters oversees the revenues of approximately \$6,000,000 annually. Operations includes all special event permit coordination. All construction related activities both external and internal including managing all parking meter hood permits generating from Accella. Implements all changes as directed and initiates changes to the metered system. Manages physical inventory of parking meters in the parking meter system. Manages physical inventory of supplies needed to run a Parking Meter program. Responsible for all meter shop employees. Responsible for three separate contracted vendors.

Responsible for all financial reporting, daily and as needed, to accounting team, management, budgets, and comptroller's office. Responsible for analysis and projections to assist with decision making. Responsible for all shop purchasing, either through contracts or purchasing rules. Responsible for administering bid contracts if used and RFP's if used. Has successfully done both types of contracts. Responsible for administering contract terms with chosen vendors. Responsible for all invoices to be coded correctly and sent to our accounting team. Responsible for section budget planning and current budget spending.

Cross department coordination includes these people and departments- City Engineer, Infrastructure-Traffic Sign Shop, Traffic engineering, Electric services, Streets and Sewers, Painters, Concrete masons. All DPW Construction. DPW Coordination Manager, DPW Special Event Office, DPW Permits. ADA Workgroup. DCD Tech Team. City License Division. City Alderpersons and aides. City Bid groups and Associations, Private business owners, City residents and visitors.

Departmental Coordination within Parking Divisions

Responds to Snow and Ice operations as required.

JUNE 2014-  
MAY 1999

Previous Titles Held -City of Milwaukee  
6-2015 to 12-2015 Temporary Parking Services Supervisor  
6-2014 to 6-2015 Parking Meter Technician Lead  
11-2013 to 6-2014 Temporary Parking Services Supervisor  
4-2011 to 11-2013 Parking Meter Technician Lead  
11-2008 to 4-2011 Parking Meter Technician  
5-2007 to 11-2008 Resigned from City  
8-2005 to 5-2007 Bridge Operator  
5-2001 to 8-2005 Parking Meter Technician  
5-1999 to 5-2001 City Laborer

# EDUCATION & TRAINING



## TRAININGS 2015 TO PRESENT

DPW Operations Management trainings  
UWM Continuing Education Classes



## PUBLIC WORKS UNIVERSITY-2013

MORAINÉ PARK TECHNICAL COLLEGE 2005-2009

UWM 1996-1998

MILWAUKEE HIGH SCHOOL OF THE ARTS CLASS OF 1996

# SKILLS

- Mastery of Proprietary software
- Ability to create and maintain effective relationships with all stakeholders
- Ability to work with many teams and independently