



Department of Public Works  
Administration

Jerrel Kruschke, P.E.  
Commissioner of Public Works

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

April 4, 2024

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

Re: Extension of Temporary Appointment Request: Deau, Tammy – First Extension Request

Dear City Service Commissioners:

The Department of Public Works (DPW) respectfully requests permission and approval to extend the temporary appointment of Ms. Tammy Deau as DPW Business Operations Manager, beginning April 28, 2024 through July 27, 2024. This is the first extension request for Ms. Deau following the original temporary appointment approved for 1/22/2024 through 4/27/2024.

Ms. Deau's temporary appointment expires on 4/27/2024. As a result of a retirement in December 2023, and several changes being administered, including but not limited to the 2% wage increase, DPW Water Works requires extensive training from the DPW Administrative Services Payroll trainer. This is to include auditing payroll using Peoplesoft Financials (FMIS), creating entries in Peoplesoft's HRMS, administering the FMLA benefit, and tracking absences using Citytime's Absences Tab and the reports. Our trainer also going to be training both the new Water Payroll Specialist and Payroll Specialist 3.

Ms. Deau has filled critical Administrative roles for many years with the City and is uniquely qualified to fill this role. She has a comprehensive understanding of the Payroll system and all associated software programs. She has served as a Management Accountant - Senior since 2018 and she is the training supervisor for all the Payroll Assistants in DPW Administrative Services.

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

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

Sincerely,

DocuSigned by:  
  
6E37AE6F79B14BB...

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



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



R. 07.08.19

## 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 Public Works / Admin	LAST NAME Deau	FIRST NAME Tammy	INITIAL						
AUTHORIZED POSITION TITLE Business Operations Manager	PAY RANGE 1HX	F&P COMMITTEE APPROVAL DATE N/A	REQUISITION # N/A						
UNDERFILL TITLE (IF APPLICABLE)	PAY RANGE	WAS THE INDIVIDUAL HIRED FROM AN ELIGIBLE LIST? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No      If yes, Referral #							
REASON FOR TEMPORARY APPOINTMENT <input type="checkbox"/> During Leave of Absence of an employee who is expected to return <input checked="" type="checkbox"/> To perform services of a temporary nature and for a limited period	EFFECTIVE DATE 4/28/2024	ANTICIPATED EXPIRATION DATE 7/27/2024	T.A. RATE OF PAY 3,420.40						
<b>ATTACH A COPY OF THE CURRENT JOB DESCRIPTION &amp; A RESUME IN ADDITION TO COMPLETING THE INFORMATION BELOW</b>									
<b>PROVIDE AN EXPLANATION OF WHY THE TEMPORARY APPOINTMENT IS NEEDED:</b> First Extension Request - As a result of a retirement in December and several changes being administered such as the 2% wage increase, DPW- Water Works requires extensive training from the DPW- Administrative Services Payroll ttrainer to include auditing payroll using Peoplesoft Financials (FMIS), creating entries in Peoplesoft's HRMS, tracking absences using Citytime's Absences Tab and the reports. Our trainer also going to be training both the new Water Powell Specialist and Powell Specialist 2.									
<b>EXPLAIN HOW THE INDIVIDUAL WAS SELECTED FOR THE APPOINTMENT, INCLUDING THE SELECTION PROCESS USED AND IF NOT FROM AN ELIGIBLE LIST, HOW THE INDIVIDUAL WAS IDENTIFIED AS A POTENTIAL TEMPORARY APPOINTEE:</b> Ms. Deau has filled critical Administrative roles for many years with the City and is uniquely qualified to fill this role. She has a comprehensive understanding of the Payroll system and all associated software programs. She has served as a Management Accountant - Senior since 2018 and she is the training supervisor for all the Payroll Assistants in DPW- Administrative Services.									
<b>PROVIDE INFORMATION TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS:</b> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none;"><b>TRAINING AND EDUCATION:</b></td> <td style="width: 33%; border: none;"><b>WORK EXPERIENCE:</b></td> <td style="width: 33%; border: none;"><b>OTHER REQUIREMENTS (i.e. LICENSES):</b></td> </tr> <tr> <td style="border: none;">Please see resume</td> <td style="border: none;">Please see resume</td> <td style="border: none;">Please see resume</td> </tr> </table>				<b>TRAINING AND EDUCATION:</b>	<b>WORK EXPERIENCE:</b>	<b>OTHER REQUIREMENTS (i.e. LICENSES):</b>	Please see resume	Please see resume	Please see resume
<b>TRAINING AND EDUCATION:</b>	<b>WORK EXPERIENCE:</b>	<b>OTHER REQUIREMENTS (i.e. LICENSES):</b>							
Please see resume	Please see resume	Please see resume							
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	IF YES, CURRENT DEPARTMENT: DPW ADMIN SERVICES	CURRENT POSITION TITLE: Management Accountant Senior	EMPLOYEE ID NUMBER: 011749						
IS THE INDIVIDUAL BEING GIVEN THIS TEMPORARY APPOINTMENT RELATED BY BLOOD OR MARRIAGE TO THE APPOINTING OFFICER, ANY MEMBER OF THE APPOINTING BOARD OR BODY, DIRECT SUPERVISOR, OR TO ANY ELECTIVE OF APPOINTEE CITY OFFICIAL? (Refer to CSC Rule VIII, Section 10 regarding nepotism.) <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes -- Explain Relationship									
<b>THIS TEMPORARY APPOINTMENT IS MADE IN ACCORDANCE WITH RULE IX, SECTION 2 OF THE CITY SERVICE COMMISSION AND IS LIMITED TO A PERIOD OF 90 DAYS UNLESS AN EXTENSION IS APPROVED BY THE COMMISSION.</b>									
REPORTING OFFICER Shannon Goodwin	SIGNATURE 	TITLE Admin Services Manager	DATE 4/4/2024						
APPROVING OFFICER Dan Thomas	DocuSigned by:  6E37AE6F79B14BB...	TITLE Admin Services Director	DATE 4/4/2024						
<b>THIS SECTION FOR DER REVIEW</b>									
DER REVIEW COMPLETED BY:	SIGNATURE	TITLE	DATE						



## TEMPORARY APPOINTEE STATEMENT OF UNDERSTANDING

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

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

<b>APPLICANT NAME (last, first, middle)</b> Deau, Tammy	<b>DATE</b> 4/4/2024	
<b>POSITION TITLE</b> Business Operations Manager	<b>PAY RANGE</b> 1HX	<b>RATE OF PAY</b> 3,420.40

**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.

*Tammy Deau*  
 Temporary Appointment Applicant Signature

4/4/24  
 Date Signed

Joshua Stratton  
 Witness Name (Print)

*Joshua Stratton*  
 Witness Signature

# JOB DESCRIPTION

FOR DER USE ONLY	
<b>Vacancy No.</b>	
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> 3/30/2022		<b>2. Present Incumbent:</b> Arlanda Freeman		<b>Is incumbent underfilling position?</b>	
<b>3. Date Filled:</b>		<b>4. Previous Incumbent:</b> Lindsey O'Connor		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> If YES, indicate Underfill Title in box 10.	
<b>5. Department:</b> Public Works, Dept. of			<b>Bureau:</b> Division: Administrative Services		<b>Unit:</b> Section: Payroll
<b>6. Work Location:</b> 841 N Broadway			<b>Telephone:</b> <b>Email:</b>		<b>Work Schedule:</b> Hours: 7:00am-3:30pm / Days: Mon-Fri
<b>7. Represented by a Union?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>8. Bargaining Unit:</b> Non-Mgmt/Non-Rep If in District Council 48, which local?			<b>9. FLSA Status (check one):</b>  x Exempt <input type="checkbox"/> Non-Exempt
<b>10. Official Title:</b> Business Operation Manager				<b>Pay Range</b>	<b>Job Code</b>
<b>Underfill Title (if applicable):</b>				1HX	4886
<b>Requested Title (if applicable):</b>					102
<b>Recommended Title (DER Use Only):</b>				<b>Approved by:</b>	
				<b>Date:</b>	

**11. BASIC FUNCTION OF POSITION:**

This position is responsible for managing payroll operations for approximately 1800 DPW employees, including serving as functional lead for PeopleSoft and CityTime; acting as liaison between DPW and other City departments; and working with Information Systems staff to design, test and implement new applications.

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

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

% of Time	ESSENTIAL FUNCTION
50	<ul style="list-style-type: none"> <li>• Manage all Payroll Section Operations including staff training and supervision.</li> <li>• Provide management, guidance, direction and/or oversight for all DPW personnel/payroll functions, including personnel and pay transactions, payroll and benefits adjustments.</li> <li>• Provide guidance and counsel to supervisors regarding work rules, policies and procedures.</li> <li>• Administer the Sick Leave Incentive programs and Sick Leave review.</li> <li>• Oversee probationary periods, salary increases and benefits accruals.</li> <li>• Generate and submit biweekly corrections of salary defaults.</li> <li>• Audit salaries, HRMS entries and CityTime entries.</li> </ul>
20	<ul style="list-style-type: none"> <li>• Serve as Functional Lead for various Databases</li> <li>• Oversee the design and maintenance of various CityTime applications such as e-Ticket, discipline and absences. Set up security access for users of these databases.</li> <li>• Create reports and produce statistics using DPW applications and PeopleSoft.</li> <li>• Assist CityTime users in response to ITMD RITS submittals.</li> <li>• Participate in PeopleSoft upgrades.</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.



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>Extent of Supervision Exercised</b> (Select those that apply from list above, a -h)
<b>Job Title</b>	

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

i. Education and Experience:

Bachelor's Degree in Business Administration, Public Administration, Human Resources, Accounting, Finance, or a related field. At least four (4) years experience in a payroll or personnel environment with a focus on Peoplesoft HRMS and FMIS, including reporting skills. At least 1 year of supervisory experience.

ii. Knowledge, Skills and Abilities:

Organizational, mathematical and analytical skills. Ability to interpret policies, ordinances and rules. Strong communication and customer service skills.

iii. Certifications, Licenses, Registrations:

iv. Other Requirements:

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

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

G. **PHYSICAL ACTIVITY OF THE POSITION:** (List the physical activities that are representative of those that must be met to successfully perform the essential functions of the job).

**CHECK ALL THAT APPLY:**

<input type="checkbox"/>	<b>Climbing:</b> Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like; using feet and legs and/or hands and arms. Body agility is emphasized. Check only if the amount and kind of climbing required exceeds that required for ordinary locomotion.
<input type="checkbox"/>	<b>Balancing:</b> Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. Check only if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
<input type="checkbox"/>	<b>Stooping:</b> Bending body downward and forward by bending spine at the waist. Check only if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
<input type="checkbox"/>	<b>Kneeling:</b> Bending legs at knee to come to a rest on knee or knees.
<input type="checkbox"/>	<b>Crouching:</b> Bending the body downward and forward by bending leg and spine.
<input type="checkbox"/>	<b>Crawling:</b> Moving about on hands and knees or hands and feet.
<input type="checkbox"/>	<b>Reaching:</b> Extending Hand(s) and arm(s) in any direction.
<input type="checkbox"/>	<b>Standing:</b> Particularly for sustained periods of time.
<input type="checkbox"/>	<b>Walking:</b> Moving about on foot to accomplish tasks, particularly for long distances.
<input type="checkbox"/>	<b>Pushing:</b> Using upper extremities to exert force in order to draw, press against something with steady force in order to thrust forward, downward or outward.
<input type="checkbox"/>	<b>Pulling:</b> Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.

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>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 checked="" type="checkbox"/>	<b>Feeling:</b> Perceiving attributes of objects such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips.
<input checked="" type="checkbox"/>	<b>Talking:</b> Expressing or exchanging ideas by means of the spoken word. Those activities which demand detailed or important instructions spoken to other workers accurately, loudly or quickly.
<input checked="" type="checkbox"/>	<b>Hearing:</b> Perceiving the nature of sounds with no less than a 40 db loss. Ability to receive oral communication and make fine discriminations in sound.
<input checked="" type="checkbox"/>	<b>Repetitive Motions:</b> Substantial movements (motions) of the wrist, hands, and/or fingers.
<input type="checkbox"/>	<b>Driving:</b> Minimum standards required by State Law (including license).

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

**CHECK ONE:**

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

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

**CHECK ONE:**

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

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

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

**CHECK ALL THAT APPLY:**

<input checked="" type="checkbox"/>	<b>None:</b> The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work).
<input type="checkbox"/>	<b>The worker is subject to inside environmental conditions:</b> Protection from weather conditions but not necessarily from temperature changes (i.e. warehouses, covered loading docks, garages, etc.)
<input type="checkbox"/>	<b>The worker is subject to outside environmental conditions:</b> No effective protection from weather.
<input type="checkbox"/>	<b>The worker is subject to extreme cold:</b> Temperatures below 32 degrees for period of more than one hour.
<input type="checkbox"/>	<b>The worker is subject to extreme heat:</b> Temperatures above 100 degrees for periods of more than one hour.

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>The worker is subject to noise:</b> There is sufficient noise to cause the worker to shout in order to be heard above the surrounding noise level.
<input type="checkbox"/>	<b>The worker is subject to vibration:</b> Exposure to oscillating movements of the extremities or whole body.
<input type="checkbox"/>	<b>The worker is subject to hazards:</b> Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places or exposure to chemicals.
<input type="checkbox"/>	<b>The worker is subject to atmospheric conditions:</b> One or more of the following conditions that affect the respiratory system or the skin: Fumes, odors, dust, mists, gases or poor ventilation.
<input type="checkbox"/>	<b>The worker is subject to oil:</b> There is air and/or skin exposure to oils and other cutting fluids.
<input type="checkbox"/>	<b>The worker is required to wear a respirator.</b>

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

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

**CHECK ALL THAT APPLY:**

<input type="checkbox"/> Camera and photographic equipment	<input checked="" type="checkbox"/> Office Equipment (desk, chair, telephone, etc.)
<input type="checkbox"/> Cleaning supplies	<input checked="" type="checkbox"/> Office supplies (pens, staplers, pencils, etc.)
<input type="checkbox"/> Commercial vehicle	<input type="checkbox"/> Packing materials (boxes, shrink wrap, etc.)
<input checked="" type="checkbox"/> Data processing equipment	<input checked="" type="checkbox"/> PC equipment (monitor, keyboard, printer, etc.)
<input type="checkbox"/> Handcart	<input checked="" type="checkbox"/> PC software
<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 checked="" type="checkbox"/> Cash register	
<input type="checkbox"/> Other ( <i>please list</i> ):	

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

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

DocuSigned by:

Dan Thomas

4/7/2022

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.



# Tammy J. Deau

## Career Objective

Administrative Specialist Sr. with 18+ years of experience in payroll and general human resource tasks. Over 5+ years of supervisory duties. Aiming to utilize my outstanding written skills, great verbal communication skills, and excellent interpersonal skills. Very detail oriented and self motivated with a BA in both Accounting and Finance.

## Core Competencies

- ♦ Detailed
- ♦ Organized
- ♦ Customer Service Orientated
- ♦ Self Motivated
- ♦ Willingness To Learn
- ♦ Team Player

## Professional Experience

### **CITY OF MILWAUKEE, Milwaukee, WI**

*Management Accountant Sr., February 2018 to present*

- ♦ Supervisor to 9 Payroll Assistants and 1 Human Resources Assistant
- ♦ Audit thousands of entries made by staff in City Time and HRMS
- ♦ Main trainer. Create standard operation procedures (SOPs)
- ♦ Backup to the Human Resources Assistant
- ♦ Backup to Unemployment
- ♦ Reply to Worker's Compensation requests
- ♦ Auditor of adjustments.
- ♦ Process retro payments.

### **CITY OF MILWAUKEE, Milwaukee, WI**

*Human Resources Assistant, June 2016 to February 2018*

- ♦ Efficiently process employment verifications
- ♦ Accurately audit absence and discipline databases.
- ♦ Backup to payroll duties like entering time and closing payroll
- ♦ Work closely with FMLA administrator to ensure pay was coded correctly

### **CITY OF MILWAUKEE, Milwaukee, WI**

*Personnel Payroll Assistant III, Apr 2005 to June 2016*

- ♦ Efficiently enter and verify time entry data for around 150 employees in various positions.
- ♦ Promptly respond to emails.
- ♦ Use PeopleSoft to maintain personal information for employees such as any address, phone number, or emergency contact changes.
- ♦ Print biweekly reports for my areas and review them to ensure the data is correct.
- ♦ Maintain personnel and medical files for all of my employees by accurately filing documentation regarding employees in their appropriate folders.
- ♦ Participate in staff meetings.
- ♦ Courteously answer phone calls and try to assist callers as best as possible by either answering questions or guiding them to someone who can better assist them.
- ♦ Quickly respond to special time sensitive requests for information from my supervisor.

### **CITY OF MILWAUKEE, Milwaukee, WI**

*Library Circulation Aide, June 1998-Aug 2003*

- ♦ Efficiently file away various materials such as books, magazines, videos (DVDs), and CDs.
- ♦ Pleasantly greet patrons and check materials out to them.
- ♦ On occasion, help answer children's questions regarding their homework.
- ♦ "Shelf read" (verifying the filing accuracy of materials shelved) to maintain precise filing of materials.
- ♦ Travel to other library branches to assist when they are short staffed.
- ♦ Quickly scan in returned materials and return them to their appropriate sorting areas.
- ♦ With a positive attitude, assist patrons if they ask for help.

**Education****UNIVERSITY OF MILWAUKEE - WISCONSIN, Milwaukee, WI**

*Bachelor of Art in Accounting, December 2003*

*Bachelor of Art in Finance, December 2003*

- ♦ GPA: 3.678/4.0
- ♦ Magna Cum Laude
- ♦ Beta Gamma Sigma member

**Additional Skills**

- ♦ Proficient in Microsoft Office and Excel
- ♦ Experienced with PeopleSoft
- ♦ Courteous phone manners
- ♦ Completed the Professional Management Development facet of the Public Works University. (September 2015 to May 2016)

**Awards and Honors**

- ♦ Several years of perfect attendance
- ♦ Favorable Occurrence Commendation June 2009 – Mentored Carmen High School interns for the 2007-2008 and 2008-2009 school years