



City of Milwaukee
Employees' Retirement System

Bernard J. Allen
Executive Director

David M. Silber, CFA, CAIA
Chief Investment Officer

Melody Johnson
Deputy Director

May 25, 2022

Ms. Kristin Urban
Interim Executive Secretary to the CSC
Department of Employee Relations
200 E. Wells St., Rm 706
Milwaukee, WI 53202-3515

RE: Request for second extension of temporary appointment

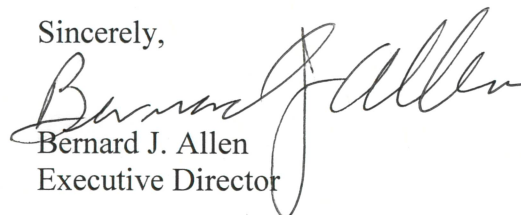
Dear Ms. Urban,

I am writing to request an extension of the temporary appointment of Katrina Bailey as a Disability Specialist – Sr. retroactively from June 26, 2022 and ending June 26, 2023.

As mentioned in the November 19, 2021 communication to DER, the ERS has undergone a significant transition in the Disability Section with the retirement of a long service employee. We discovered that an additional position was needed and in the beginning of this year it was determined that a Disability Lead would be necessary. The Lead Disability Specialist would provide needed coordination of the training and coaching of the Disability Specialists, ensuring staff is cognizant and compliant with all changes to local, state, and federal legislation. Further, the Lead would ensure adequate staffing is available for the daily needs of the agency, as well as for the redress of special circumstances. The Lead will regularly meet and report to the Deputy Director Disability. In some special circumstances, which are anticipated to be rare, the Lead will act as a back up to the Deputy Director Disability. The ERS is currently working with DER to add a Lead Disability Specialist position to the position ordinance.

Thank you for your consideration of this request. Please let me know if you have any questions or concerns. We appreciate you taking the time to consider our proposed changes.

Sincerely,



Bernard J. Allen
Executive Director

CC: Charles Hughes
Melody Johnson

Enclosures: Notice of Temporary Appointment
Temporary Appointee statement of Understanding
Updated Job Description
Resume



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

TEMPORARY APPOINTMENT / APPOINTEE DETAILS			
DEPARTMENT/DIVISION	LAST NAME	FIRST NAME	INITIAL
AUTHORIZED POSITION TITLE	PAY RANGE	F&P COMMITTEE APPROVAL DATE	REQUISITION #
UNDERFILL TITLE (IF APPLICABLE)	PAY RANGE	WAS THE INDIVIDUAL HIRED FROM AN ELIGIBLE LIST? Yes No If yes, Referral #	
REASON FOR TEMPORARY APPOINTMENT During Leave of Absence of an employee who is expected to return To perform services of a temporary nature and for a limited period	EFFECTIVE DATE 6.26.2022	ANTICIPATED EXPIRATION DATE 6.26.2023	T.A. RATE OF PAY
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:			
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:			
PROVIDE INFORMATION TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS:			
TRAINING AND EDUCATION:		WORK EXPERIENCE:	OTHER REQUIREMENTS (i.e. LICENSES)
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? Yes No	IF YES, CURRENT DEPARTMENT:	CURRENT POSITION TITLE:	EMPLOYEE ID NUMBER:
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.) No Yes – Explain Relationship			
THIS TEMPORARY APPOINTMENT IS MADE IN ACCORDANCE WITH RULE IX, SECTION 2 OF THE CITY SERVICE COMMISSION AND IS LIMITED TO A PERIOD OF 90 DAYS UNLESS AN EXTENSION IS APPROVED BY THE COMMISSION.			
REPORTING OFFICER	SIGNATURE	TITLE	DATE
APPROVING OFFICER	SIGNATURE	TITLE	DATE
THIS SECTION FOR DER REVIEW			
DER REVIEW COMPLETED BY: 6.28.2021 - 6.25.2022	SIGNATURE Karen Biernat	TITLE Admin. Spec., Sr.	DATE 6.6.2022.



TEMPORARY APPOINTEE STATEMENT OF UNDERSTANDING

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

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

APPLICANT NAME (<i>last, first, middle</i>)		DATE
Bailey, Katrina		5/25/2022
POSITION TITLE	PAY RANGE	RATE OF PAY
Disability Specialist - Sr.	2EX	\$1,966.64

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).

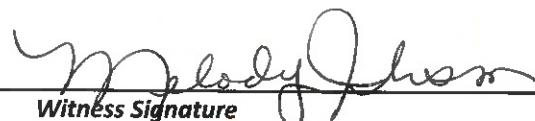
A Rule IX, Section 2, temporary appointee who is on an eligible list may be considered for future regular appointment when the appointee ranks among the certifiable highest eligible on the list, or compete in a future examination.



Temporary Appointment Applicant Signature

May 25, 2022
Date Signed

Melody Johnson
Witness Name (Print)


Witness Signature

Katrina Bailey

Knowledgeable and detail-oriented **Human Resources Professional** with an exceptional record of streamlining processes and procedures that create a pleasant working environment for employees, increase company profit and reduce corporate liability.

- Analytical, articulate communicator possessing superior human relations, presentation and negotiation skills that ensure consistency, accuracy of information and successful outcomes.
- Well-organized with proven ability to effectively prioritize responsibilities, completing multiple, concurrent projects in a timely and professional manner.
- Proficient in Outlook, Word, Excel and PowerPoint.
- Detailed work style with strong analytical and critical thinking skills.
- Proficient with PeopleSoft HRMS/FMIS software.
- Excellent Public speaking skills/group facilitation and orientation.

EDUCATION

Bachelor of Arts in Business Administration

Jackson State University

PROFESSIONAL EXPERIENCE

City of Milwaukee – Milwaukee, Wisconsin

December 1996 - Present

Human Resources Analyst- Senior

November 2017 – Present

Promoted to a position of additional responsibility with this large municipality due to exceptional performance in previous role. Manage administration of all Milwaukee Police Department and Milwaukee Fire Department selection processes, including non-sworn civilian positions, entry level law enforcement and promotional examinations. Serve as a liaison between the departments' personnel and outside contractors/vendors employment by the Fire and Police Commission.

- Plan and prepare for public safety department positions; including the coordination of medical examinations, drug screen test, background investigations, psychological examinations, and administrative appeals of examination results.
- Maintain contact with future hires throughout the selection process; and meets with or counsels candidates to discuss complaints or examination results.
- Provide training; guidance and assistance to those who conduct employment interviews, background investigations, medical/psychological examinations, and assessment exercises.
- Supervise all testing events; including Physical Readiness Test, written examinations, oral board examinations, and writing sample examination.

Human Resources Analyst Senior - Milwaukee Police Department–HR Division

March 2013 – November 2017

Develop and execute recruitment plans and strategies for the proper classification with the Milwaukee Police Department. Review and prepare job announcement bulletins. Determine appropriate job analysis methods; conduct job analysis to determine critical task and the knowledge, skills, abilities, and other characteristics necessary for successful job performance. Participate and execute the Career Ladder component for salary compensation of the Emergency Communication Division; Police Telecommunicator, Police Dispatcher, and Police Record Specialists. Provide on-boarding and orientation presentation of law enforcement and civilian employees. Prepare and present vacancy request in front of the Finance and Personnel Board. Presented correspondences along with supporting documentation to the Fire and Police Commission board meetings.

- Plan and develop or recommend use of valid and reliable test components, including promotional and performance examinations and education and experience ratings (including minimum requirements), and other assessment exercises based on job analysis and consistent with profession standards and legal guidelines.

- Coordinated with the City Attorney's Office and the Department of Workforce Development to arrange for medical and vocational evaluations, calculate financial exposure, assess risk, negotiate settlements and file required forms within set time limits. Acted as a representative of the City of Milwaukee for all files litigated through settlement, which included attending pre-hearing meetings with the State of Wisconsin.
- Developed new policies for gathering pertinent information from claimants including a checklist of all documents necessary and a chronological dating system for file information.
- Remained educated on current State of Wisconsin Worker's Compensation
- Act updates; reviewed files in accordance with changes.

JOB DESCRIPTION

FOR DER USE ONLY

Vacancy No.

City Service
Commission:
Fire & Police
Commission:

Finance
Committee:
Common
Council:

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

1. Date Prepared/ Revised: 06/07/2020		2. Present Incumbent: Katrina Bailey		Is incumbent underfilling position? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> If YES, indicate Underfill Title in box 10.	
3. Date Filled:		4. Previous Incumbent:			
5. Department: Employees' Retirement System			Bureau: Division: Administration		Unit: Section:
6. Work Location: 789 N Water St, Ste 300 Milwaukee, WI 53202			Telephone: 286-3557 Email:		Work Schedule: Hours: 8am – 4:45pm / Days: M-F
7. Represented by a Union? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		8. Bargaining Unit: Non-Mgmt/Non-Rep If in District Council 48, which local?			9. FLSA Status (check one): <input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
10. Official Title: Disability Specialist - Senior Underfill Title (if applicable): Requested Title (if applicable):				Pay Range	Job Code
				2EX	
Recommended Title (DER Use Only):				Approved by: Date:	

11. BASIC FUNCTION OF POSITION:

Responsible for the administration of the disability program, including applications and re-examinations for ordinary and duty disability, scheduling of medical exams, administers conversions, deemed conversions of disability retirees, and review and submission of application materials and associated records. Duties include on-going correspondence and communication with members (active and retired), physicians and staff, legal staff, ERS Board, internal ERS staff, Worker's Compensation Dept., and other affected personnel. Understands and applies associated rules, regulations, and legal opinions governing the process. Performs complex clerical, secretarial and administrative work for the Deputy Director of ERS and the Chief Investment Officer. In addition position serves as backup for the Administrative Assistant IV.

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"> Administers the disability program through fielding inquiries from members, completion of application materials, scheduling of medical reviews and appointments, collection of medical records, payment of records and medical fees. General processing the application through various steps in the process, including verification of accuracy of information and application of appropriate guidelines.
10%	<ul style="list-style-type: none"> Maintains appropriate records and prepares reports for the Medical Council, Medical Panel, and the ERS Board.
10%	<ul style="list-style-type: none"> Counsels members regarding benefit eligibility, coverages, and other terms and conditions of the disability program.
10%	<ul style="list-style-type: none"> Coordinates efforts with the other Disability Specialist – Senior for adequate staffing and coverage of duties, meets and reports to the Disability Deputy Director to assure efficient processing of duties and the redress of special circumstances.
5%	<ul style="list-style-type: none"> Performs all duties and functions as secretary for Deputy Director of ERS and Chief Investment Officer and their staff, including answering phones, receiving guests, filing, typing correspondence and coordinating meetings and calendars.

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
5%	<ul style="list-style-type: none"> Composes, types, and edits a variety of correspondence, reports, memoranda, and other material requiring judgement as to content, accuracy, and completeness at the direction of the Deputy Director and Chief Investment Officer.
5%	<ul style="list-style-type: none"> Assists the Administrative Assistant IV in preparing Board Agendas, assembling Board and information packets for Board Members, keeping Board meeting records, etc.
	•
	•
	•

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
5%	<ul style="list-style-type: none"> Other Duties as assigned including backup to Administrative Assistant IV for meetings of Annuity and Pension Board and/or subcommittees.
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	•

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Gust P. Petropoulos, Deputy Director, Disability

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

Position receives priority and policy direction from the Disability Deputy Director.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = N/A.

Direct Supervision: List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following:

of supervision exercised by indicating one or more of the following:		
a. Assign duties		e. Sign or approve work
b. Outline methods		f. Make hiring recommendations
c. Direct work in progress		g. Prepare performance appraisals
d. Check or inspect completed work		h. Take disciplinary action or effectively recommend such
Number Supervised	Job Title	Extent of Supervision Exercised (Select those that apply from list above, a - h)

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

i. Education and Experience:

- Bachelor's Degree in Human Resources, Human Services, Public Administration, Business, or associated field of study.
- Four years of experience in an office setting managing employee benefits, interface with employees, maintaining appropriate records and their distribution, background and experience in disability or similar benefit processing, and public pension plan experience.

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- ii. 3. Equivalent combinations of education and experience may also be considered.
- iii. Knowledge, Skills and Abilities:
 - 1. Analytical and critical thinking abilities that enable one to process information, apply said information to an administrative process, and understand the implications of said information to the process.
 - 2. Effective verbal and written communication skills. Ability to prepare executive summaries for senior management, the City Attorney's Office, city staff, sub-committees, and the ERS Board.
 - 3. Ability to maintain confidentiality throughout the duties of Disability Specialist – Senior
 - 4. Strong reading comprehension abilities.
 - 5. Ability to understand, retain, and put in practice concepts that transit the medical and legal professions, ideally having some experience in the medical and/or legal fields.
- iv.
- v. Certifications, Licenses, Registrations:
- vi. Other Requirements:
 - 1. Honesty, integrity, and empathy.
 - 2. Self-directed and well organized.
 - 3. Patience and restraint.

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"/>	Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like; using feet and legs and/or hands and arms. Body agility is emphasized. Check only if the amount and kind of climbing required exceeds that required for ordinary locomotion.
<input type="checkbox"/>	Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. Check only if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
<input type="checkbox"/>	Stooping: Bending body downward and forward by bending spine at the waist. Check only if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
<input type="checkbox"/>	Kneeling: Bending legs at knee to come to a rest on knee or knees.
<input type="checkbox"/>	Crouching: Bending the body downward and forward by bending leg and spine.
<input type="checkbox"/>	Crawling: Moving about on hands and knees or hands and feet.
<input type="checkbox"/>	Reaching: Extending Hand(s) and arm(s) in any direction.
<input type="checkbox"/>	Standing: Particularly for sustained periods of time.
<input type="checkbox"/>	Walking: Moving about on foot to accomplish tasks, particularly for long distances.
<input type="checkbox"/>	Pushing: Using upper extremities to exert force in order to draw, press against something with steady force in order to thrust forward, downward or outward.
<input type="checkbox"/>	Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
<input type="checkbox"/>	Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Check only if it occurs to a considerable degree and requires substantial use of the upper extremities and back muscles.
<input checked="" type="checkbox"/>	Fingering: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
<input type="checkbox"/>	Grasping: Applying pressure to an object with fingers and palm.
<input type="checkbox"/>	Feeling: Perceiving attributes of objects such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips.

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

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

CHECK ONE:

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

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

CHECK ONE:

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

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

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

CHECK ALL THAT APPLY:

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

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

☐ The worker is required to wear a respirator.

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

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

CHECK ALL THAT APPLY:

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

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

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

Signature of Department Head or Designated Representative

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