



Department of Administration  
Community Development Grants Administration

Cavalier Johnson  
Mayor

Sharon Robinson  
Director of Administration

Steven L. Mahan  
Community Development Grants Director

November 7, 2022

Civil Service Commission  
City Hall, Room 706  
200 E. Wells Street  
Milwaukee, WI 53202

RE: Request for Temporary appointment

To the Civil Service Commissioners,

The Community Development Grants Administration would like to request a Temporary appointment for Monique Lofton with the title of Assistance Grants Fiscal Manager, salary range 1GX (non-resident). The start date being retroactive to June 5, 2021 through February 1, 2023. The extension will give enough time for the re-class to occur and continue to compensate her for the higher level of responsibility.

The original request lapsed in June of 2021, due to the amount of additional grants from Federal and State government, staff turnover, and backlog for reclassifications, an extension request fell through the cracks. CDGA is working with the Department of Employee Relations on a full-scale department reorganization to resolve the issue long term.

Our request is based on the continued expanded duties undertaken by Ms. Lofton prior to the Coronavirus pandemic. The CDGA has received a number of new grants added to our portfolio, which has added to the daily responsibility of Ms. Lofton. Additional job duties include develop and management of annual operating budget for the division, completing financial and performance reports, maintain records of financial status for auditing of quarterly and annual reconciliations, and supervision of two Grants Compliance Managers.

Ms. Lofton continues to be a valuable asset to the office during these rapidly changing times in CDGA and City Departments and I want to ensure her pay is equivalent to her responsibilities.

Sincerely,

Steven L. Mahan  
Director



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 DOA/CDBG	LAST NAME MORRIS (FNA LOFTON)	FIRST NAME MONIQUE	INITIAL
AUTHORIZED POSITION TITLE ASSISTANT GRANTS FISCAL MANAGER	PAY RANGE 1HX	F&P APPROVAL DATE ARP	REQUISITION # ARP
UNDERFILL TITLE (IF APPLICABLE)	PAY RANGE	WAS THIS INDIVIDUAL FROM AN ELIGIBLE LIST? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO IF YES, REFERRAL # N/A	
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 06/05/2021	ANTICIPATED EXPIRATION DATE 02/01/2023	T.A. RATE OF PAY 3,153.59
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: Ms. Morris has been performing the essential functions of this job for quite some time now in her regular day to day work and the department recognizes the need to pay the employee appropriate for the work being performed. The temporary appointment would be to pay the employee appropriately while the department is being studied for proper classification and to ensure that the employee is paid for working closely with the additions grants from the federal and state government.			
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: Ms. Morris has been performing the essential functions of this job for quite some time now in her regular day to day work and the department recognizes that the employee has been working out of classification and want to adequately pay the employee for doing the higher level functions she has taken on since her role evolved.			
PROVIDE INFORMATION BELOW 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? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, CURRENT DEPARTMENT: DEPARTMENT OF ADMINISTRATION/CDBG	CURRENT POSITION TITLE: GRANT COMPLIANCE MANAGER	EMPLOYEE ID NUMBER: 019917
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, DIRECTOR SUPERVISOR, OR TO ANY ELECTIVE OF APPOINTED CITY OFFICIAL? (Refer to CSC Rule VIII, Section 10 regarding nepotism) <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES - EXPLAIN RELATIONSHIP:			
THIS TEMPORARY APPOINTMENT IS MADE IN ACCORDANCE WITH RULE IX, SECTION 2 OF THE CITY SERVICE COMMISSION AND IS LIMITED TO A PERIOD OF 90 DAYS UNLESS AN EXTENSION IS APPROVED BY THE COMMISSION.			
REPORTING OFFICER MARIO HIGGINS	SIGNATURE 	TITLE ASSOCIATE DIRECTOR	DATE 11/14/2022
APPROVING OFFICER STEVEN MAHAN	SIGNATURE 	TITLE BLOCK GRANT DIRECTOR	DATE 11/14/2022
THIS SECTION FOR DER REVIEW			
DER REVIEW COMPLETED BY: Charles Hughes	SIGNATURE 	TITLE Workforce Planning's CERT. SUPER.	DATE 11/14/22

Original Temp Appt. date: 3/22/2020 - 6/5/2021





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



## 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
MORRIS, MONIQUE		11/14/2022
POSITION TITLE	PAY RANGE	RATE OF PAY
ASSISTANT GRANTS FISCAL MANAGER	1HX	3,153.59 BW (Wage)

### 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.

*Monique Morris*  
\_\_\_\_\_  
Temporary Appointment Applicant Signature

11/14/22

\_\_\_\_\_  
Date Signed

*[Signature]*  
\_\_\_\_\_  
Witness Name (Print)

*Steven Mahan*  
\_\_\_\_\_  
Witness Signature

*11/14/22*

Monique Morris



## **EDUCATION**

Marquette University, Milwaukee, WI May 2013  
Bachelor of Science in Business Administration

Cardinal Stritch University Leadership Center Milwaukee, WI June 2019  
African American Leadership Program

## **CITY GOVERNMENT AND FINANCE EXPERIENCE**

Grant Compliance Manager  
City of Milwaukee – Dept. of Administration – Community Development Grants Administration  
December 2017- Present  
Milwaukee, WI

- Supervise program management staff of seven in regulatory compliance monitoring and financial oversight of more than \$20 million annually across federal, state, local, and private sources for over 70 sub-grantees, including community organizations and City departments
- Develop and manage annual operating budget for the division including coordination of multiple funding sources
- Complete financial and performance reports for usage internally and for submittal funding sources
- Oversee funding proposal review process and development of funding recommendations for annual funding allocation process
- Maintain current records of financial status for auditing and quarterly and annual reconciliations of fund balances
- Provide technical assistance to funded agencies in internal processes and federal regulations related to grant program activities
- Assist with oversight of daily office operations, including supervision of four administrative positions

Budget and Management Special Assistant  
City of Milwaukee – Dept. of Administration – Budget & Management Division  
April 2015-December 2017  
Milwaukee, WI

- Budget planning, administration, and monitoring for five City departments with annual operating budgets ranging from \$3 million to \$14 million and totaling more than \$34 million
- Developed and presented budget proposals to the Mayor, the Common Council's Finance and Personnel Committee, and City managers

- Presented departmental budget status and performance measure reports in the Mayor's Accountability in Management program
- Provided analysis and recommendations for current and proposed policy changes
- Developed recommendations for capital project funding requests for assigned departments
- Reviewed and made recommendations related to vacancy and new position requests

#### Management Trainee

City of Milwaukee - Department of Administration

April 2014-April 2015

Milwaukee, WI

- Coordinated the Department of Administration's response to the City Comptroller's "Audit on Travel Expenditures and Reimbursements" through research, policy analysis, and citywide policy development and implementation
- Developed City department expenditure tracking and comparison databases
- Tracked and reported metrics for the Unified Call Center using Avaya CMS and Lagan systems
- Developed and maintained staff intranet for the Unified Call Center using Titan Content Management System
- Assisted Administration Director with research, event staffing, development of printed materials, and other projects related to Department and City initiatives

# 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: 03/21		2. Present Incumbent:		Is incumbent underfilling position?	
3. Date Filled:		4. Previous Incumbent:		YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> If YES, indicate Underfill Title in box 10.	
5. Department: Administration, Dept. of		Bureau: Community Develop Division: Grants Administration		Unit: 151 Section: 11	
6. Work Location: City Hall, Room 606		Telephone: 414-286-3647 Email:		Work Schedule: Hours: 8:00 a.m.-4:45 p.m. / Days: Monday-Friday	
7. Represented by a Union? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		8. Bargaining Unit: Management, General City If in District Council 48, which local?		9. FLSA Status (check one): <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	
10. Official Title: Assistant Grants Fiscal Manager				Pay Range	Job Code
Underfill Title (if applicable): n/a				1GX	
Requested Title (if applicable): n/a					
Recommended Title (DER Use Only):				Approved by: _____	
				Date: _____	

### 11. BASIC FUNCTION OF POSITION:

The Assistant Grants Fiscal Manager position provides direct assistance to the Director to assure compliance with the City's Grant Development and Grant Reporting under all of its federal Community Development grant programs. The Grant Compliance position acquires and maintains knowledge of all funded programs and procedures, grant regulations and computer related programs necessary to: (1) train and supervise the Grant Monitoring staff, and (2) comply with Federal, State and city reporting requirement and produce reports, including develop and management of annual operating budget for the division, completing financial and performance reports, maintain records of financial status for auditing of quarterly and annual reconciliations, and supervision of two Grants Compliance Managers.

### 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
70%	<ul style="list-style-type: none"> <li>Assist in Grant Development, Grant Compliance and Grant Reporting</li> <li>Coordinates or assist in coordinating the development and completion of required grant applications and required grant annual reports.</li> <li>Prepares (or assist in preparing) various programmatic reports that provides the Director and funding sources with detail analysis of grant programs and community effectiveness.</li> <li>Properly and competently supervise the program monitoring staff and Compliance Managers in the proper and competent management, monitoring and evaluating of various funded programs, including providing technical assistance to funded organizations, follow up and resolution of issues.</li> <li>Develop and management of annual operating budget for the division</li> <li>completing financial and performance reports, maintain records of financial status for auditing of quarterly and annual reconciliations</li> </ul>
	<ul style="list-style-type: none"> <li>Assist City Departments to identify grant opportunities and apply for grants and ensure compliance with grant requirements.</li> <li>Oversees the use of the eCivis grants locator system for coordinating grant-based initiatives with non-profits organizations and other units of government.</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
	<ul style="list-style-type: none"> <li>Performs other duties as assigned by the Director of Community Development Grants Administration.</li> </ul>

**B. PERIPHERAL DUTIES:**

% of Time	PERIPHERAL DUTY
15	<ul style="list-style-type: none"> <li>The Grant Compliance position along with the Associate Director's position coordinates the proper and competent management of the day-to-day activities of the office, including proper maintenance and preserving programs records.</li> </ul>
15	<ul style="list-style-type: none"> <li>The Grant Compliance position regularly and continuously measure and evaluates specific particular operational activities against broad policy positions of the Mayor and Common Council and other policy making bodies. This requires a knowledge and understanding of these policies and the ability to extract, translate and develop, from these broad general policies, specific guidelines for the analysis of the specific particular programs. This is a critical and integral part of all the duties and analytic responsibilities of this position.</li> </ul>
	<ul style="list-style-type: none"><li></li></ul>
	<ul style="list-style-type: none"><li></li></ul>
	<ul style="list-style-type: none"><li></li></ul>
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	<ul style="list-style-type: none"><li></li></ul>

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

Steve Mahan, Director

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

The Director establishes and review general policies which are to be followed, and ensure that all required deadlines are met.

**E. SUPERVISION EXERCISED:**

Total number of employees for whom responsible, either directly or indirectly = 5.

**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	
<b>Number Supervised</b>	<b>Job Title</b>	<b>Extent of Supervision Exercised</b> <i>(Select those that apply from list above, a - h)</i>
5	Grant Monitor	a,b,c,d,e,g
2	Grant Compliance Manager	b,e

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

i. Education and Experience:

Graduation from an accredited college or university with an emphasis in Business Administration or

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related field; Four years of experience in related grant activities. Valid driver's license and availability of properly insured personal vehicle for use on the job at time of appointment and throughout employment.

ii. Knowledge, Skills and Abilities:

A broad knowledge of grant funding, reporting, budgeting, and fiscal oversight. The individual should be enthusiastic, energetic and resourceful. Demonstrates leadership and decision making skills.

iii. Certifications, Licenses, Registrations:

iv. Other Requirements:

Proficiency in various software programs and ability to stay current with evolving technology changes necessary to perform web-based duties.

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

The Americans with Disabilities Act of 1993 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.
<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 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).

*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.*



**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 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.
<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.)

*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.*

**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 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 as 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.*