

January 9, 2023

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

RE: Request for Extension of Temporary Position of Chief of Staff

Dear Ms. Kristin Urban:

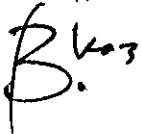
Port Milwaukee and the Mayor's Office respectfully request approval to extend the temporary appointment of Jackie Q. Carter to Chief of Staff for Port Milwaukee from February 5, 2023 through May 6, 2023.

Ms. Carter was named the Interim Port Director on October 30, 2022 in order to continue with successful day to day Port operations, and she was performing these higher level duties since then at the request of the Mayor. It is anticipated that these duties will continue for an additional 90 days or until a Municipal Port Director is formally appointed.

Port Milwaukee is requesting the extension to allow Ms. Carter to continue to be compensated appropriately for the higher level of responsibility and for the continued support to Port operations.

If you have any questions, please contact me at extension 8141 or via email at bkaspr@milwaukee.gov.

Sincerely,



Brian M. Kasprzyk
Management Civil Engineer - Senior



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



NOTICE OF TEMPORARY APPOINTMENT

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

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

SEND COMPLETED FORM AND SUPPORTING DOCUMENTATION TO DER, CITY HALL, ROOM 706 OR DERCERTIFICATION@MILWAUKEE.GOV

TEMPORARY APPOINTMENT / APPOINTEE DETAILS			
DEPARTMENT/DIVISION PORT/ ADMINISTRATION	LAST NAME CARTER	FIRST NAME JACKIE Q.	INITIAL
AUTHORIZED POSITION TITLE MUNICIPAL PORT DIRECTOR	PAY RANGE 1NX	F&P COMMITTEE APPROVAL DATE N/A	REQUISITION # N/A
UNDERFILL TITLE (IF APPLICABLE) CHIEF OF STAFF	PAY RANGE 1MX	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 2/5/23	ANTICIPATED EXPIRATION DATE 5/6/23	T.A. RATE OF PAY 4116.10 BW
ATTACH A COPY OF THE CURRENT JOB DESCRIPTION & A RESUME IN ADDITION TO COMPLETING THE INFORMATION BELOW			
PROVIDE AN EXPLANATION OF WHY THE TEMPORARY APPOINTMENT IS NEEDED: The Municipal Port Director resigned effective 10/29/2022 and the Port named Jackie Q. Carter as the Interim Port Director until the position is filled in order to continue with successful day to day Port operations.			
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. Carter was named for this position because she is the second in command at the Port and already serves as their human resources administrator and has vast knowledge of Port operations.			
PROVIDE INFORMATION TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS: TRAINING AND EDUCATION: Exceeds minimum requirements WORK EXPERIENCE: 15 years with the City, 5 years at Port 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: Port Milwaukee	CURRENT POSITION TITLE: Finance & Admin Officer	EMPLOYEE ID NUMBER: 018531
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			
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 Brian Kasprzyk	SIGNATURE 	TITLE Management Civil Engineer Sr.	DATE 1/9/23
APPROVING OFFICER Nick DeSiato	SIGNATURE 	TITLE Chief of Staff, Mayor Johnson	DATE 1/9/23
THIS SECTION FOR DER REVIEW			
DER REVIEW COMPLETED BY:	SIGNATURE	TITLE	DATE

Original Appt. 10/30/22-2/4/23



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 (last, first, middle)		DATE
Carter, Jackie Q.		1/9/2023
POSITION TITLE	PAY RANGE	RATE OF PAY
CHIEF OF STAFF	1MX	4,116.10 BW (Res. Rate)

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.

Jackie Q. Carter
Temporary Appointment Applicant Signature

1-9-23
Date Signed

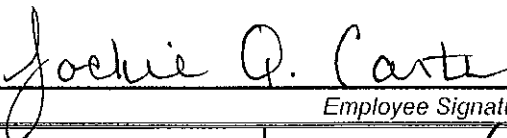
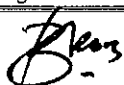
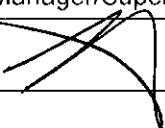
Selena Cole
Witness Name (Print)

Selena Cole
Witness Signature

Aux Template

Name:	JACKIE Q. CARTER
Job Title:	Municipal Port Director
Department/Division:	PORT MILWAUKEE 4280
Requisition Number:	N/A
F&P Approval Date (Future):	N/A
Date Aux Requested:	10/30/2022
Date Aux Approved:	12/9/2022
Anticipated Start Date:	2/5/2023
Anticipated End Date:	5/6/2023
Employee ID Number/ Candidate ID	185331
Appointment Type:	Temporary
Immediate Supervisor	
Underfill Position:	Yes: Chief of Staff
BELOW FILLED OUT BY DER	
AUX Request Letter Submitted Date	MM/DD/YYYY
Staffing Manager Approval Date	MM/DD/YYYY
Reason for Aux	(T/P) (Demotion) (Position Authority)

REQUEST FOR LEAVE OF ABSENCE

Employee:	Jackie Q. Carter	Employee ID No.:	[REDACTED]
Address:	[REDACTED]	Payroll Location No.:	[REDACTED]
Department:	Port Milwaukee		
Division:	Port Milwaukee		
Job Title:	Port Finance & Administration Officer		
Leave to begin (first day on leave):	10/31/22	Anticipated return date:	1/28/23
		Length of Leave:	90 days
		[use only if submitting this form as an extension of a leave] Revised Return to Work Date: 4/28/23	
Reason for Leave [medical, educational, military, exempt service, or personal]: Exempt service - Temporary appointment to serve as Interim Port Director. Position is within current department.			
<i>I understand that failure to return from leave on the anticipated return date or request a leave extension prior to the expiration of this leave may result in separation.</i>			
 Employee Signature		1-9-23 Date	
NOTE: Department must obtain City of Milwaukee Identification Card from employee if leave exceeds 60 days.	Signature: 		Date:
	Title: Manager/Supervisor		1/9/23
	Signature: 		Date:
	Title: Department Head or Designee		1/9/23

Jackie Q. Carter

SUMMARY

Experienced public & non-profit manager with a passion for community, knowledge of business, and ability to support organizations and programs focused on community and socio-economic growth.

SKILLS

- Policy development and implementation
- Problem solving & critical thinking
- Written and verbal communication
- Strategic planning
- Research methods & design
- Ability to collaborate across all levels of government and within the community
- Organizational and process management
- Analysis
- Leadership & management
- Procurement, contracting & compliance
- Budget development Financial management
- Adaptable to Changing Conditions
- Willing to Learn

EXPERIENCE

Finance & Administration Officer

City of Milwaukee, Port Milwaukee, December 2017- Present

- Develop and implement departmental policy in compliance with local, state and Federal laws
- Perform fiscal and policy analysis to inform management decisions
- Lead department strategic planning, including implementation and evaluation
- Serve as Port Director in the Municipal Port Director's absence
- Advise Board of Harbor Commissioners on finance, administrative & personnel matters
- Serve as the department personnel officer, coordinator of staff hiring, evaluation and training
- Department management member of City's Racial Equity & Inclusion Leadership Team
- Facilitate and direct equity and inclusion work at the department level
- Refined reports and tracking tools to create efficiencies for reporting and analysis
- Assessed and streamlined department processes to increase productivity
- Manage department finance and administrative activities, including annual budget development
- Collaborate with City departments and other agencies to comply with audits, administrative & legislative changes, and reporting

Budget & Management Analyst,

City of Milwaukee, Dept. of Administration, February 2014-December 2017

- Led the development of the annual Proposed Executive Budget for assigned departments
- Developed recommendations for service levels, performance measures and funding strategies
- Reviewed budgetary data for accuracy and consistency with goals and objectives.
- Supported strategic planning related to assigned departments
- Performed analysis & reporting for the Accountability in Management program
- Provided updates, recommendations and revisions to performance measures
- Collaborated with departments to support the improvement of service quality and productivity
- Monitored operating budget results, identified potential problems and recommended solutions
- Communicated recommendations regarding department requests
- Developed fiscal notes and operating projections for proposed legislation
- Reported to Common Council Committees as necessary

Finance, Accounting & Customer Service Positions, City of Milwaukee - Treasurer's Office, October 2007-February 2014

Milwaukee, WI

- Collaborated with division managers to improve department processes
- Trained and supported Accounting Assistants
- Supported other divisions and City departments by conducting research on financial transactions
- Maintained division records according to records retention schedule
- Composed letters, forms & reports using Microsoft Office Suite
- Counseled customers and businesses regarding collection actions on delinquent tax accounts
- Responded to customer and business inquiries using written and oral communication
- Created standard operating procedures used by co-workers to effectively learn new processes
- Produced brochure to translate city ordinances related to foreclosure for taxpayers

Education Coordinator, Our Next Generation, Inc, June 2001-October 2007

- Coordinated activities for tutoring, life skills, and recreation programs for youth
- Developed programs to address identified areas of need for participants and their families
- Monitored program goals and outcomes to ensure compliance with grant requirements
- Partnered with schools, businesses, and other community agencies to provide additional programs
- Interviewed, hired and trained program staff and volunteers for community programs

EDUCATION AND TRAINING

Master of Business Administration

Public Administration, Concordia University, Mequon Wisconsin

Bachelor of Arts

Business & Management and Communication, Alverno College, Milwaukee Wisconsin

Associate of Applied Science

Accounting, Milwaukee Area Technical College, Milwaukee Wisconsin

SPECIAL PROJECTS & VOLUNTEER EXPERIENCE

- 2022 – Present African American Leadership Program – Cohort 13 Participant
- 2021 YWCA: Racial Equity Leadership Training
- 2021 United Way Project LEAD – Spring 2021 Cohort
- 2020 – Present Racial Equity & Inclusion Leadership Team - Member
- 2020 – Present American Association of Port Authorities, Audit Committee – Member
- 2018 - Present Mt. Pilgrim Missionary Baptist Church Youth Department - Ministry Team Member
- 2016 - 2017 Outstanding Debt Work Group – Mayor Tom Barrett's Designee

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: 1/17/2023		2. Present Incumbent: Vacant		Is incumbent underfilling position? YES <input type="checkbox"/> NO <input type="checkbox"/> <i>If YES, indicate Underfill Title in box 10.</i>	
3. Date Filled: 8/6/2018		4. Previous Incumbent: Adam Tindall-Schlicht			
5. Department: Port Milwaukee			Bureau: Division:		Unit: Section:
6. Work Location: 2323 S Lincoln Memorial Dr			Telephone: 286-3511 Email:		Work Schedule: Hours: / Days:
7. Represented by a Union? <input type="checkbox"/> Yes <input 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: Municipal Port Director				Pay Range 1MX	Job Code 5750
Underfill Title (if applicable): Chief of Staff					
Requested Title (if applicable):					
Recommended Title (DER Use Only):				Approved by: Date:	

11. BASIC FUNCTION OF POSITION:

Manage day-to-day operations of the municipal port; public representative and chief marketing and operations person; directs strategic planning. Represents Port interests in front of public and legislative bodies. Plans, directs and implements new business development projects. Chief negotiator and spokesperson. Financial planning.

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
34%	<ul style="list-style-type: none"> Executive administration and management functions; handling heavy volume of diversified correspondence and reports and interdepartmental processes; oversees financial matters, budget projections and preparation, and public relations. Oversees Port operations, functions, and methods, including operational efficiencies, cost controls, productivity and commercial and carrier relationships vis-à-vis port operations. Reporting fully to the Board of Harbor Commissioners, and executing Board policy directives. Mayoral and Common Council relationships. Member of Mayor's Cabinet.
33%	<ul style="list-style-type: none"> Intergovernmental relationships with City, County, State and Federal agencies, including the Federal Maritime Commission, U.S. Maritime Administration, U.S. Corps of Engineers, regional port associations with emphasis on the St. Lawrence Seaway System and its maximum development and utilization. Public and press relationships; appearances before labor, management, trade and technical groups.
33%	<ul style="list-style-type: none"> Planning, directing and participating in port promotional and trade development programs; directing Marketing Division functions; economic surveys; and all related activities to preserve, promote and expand Great Lakes and ocean commerce, shipping services and Port facilities and services.
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The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
	•
	•
	•
	•
	•
	•
	•
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	•
	•
	•

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

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

E. SUPERVISION EXERCISED:

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

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

a. Assign duties	e. Sign or approve work
b. Outline methods	f. Make hiring recommendations
c. Direct work in progress	g. Prepare performance appraisals
d. Check or inspect completed work	h. Take disciplinary action or effectively recommend such

Number Supervised	Job Title	Extent of Supervision Exercised (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:
- ii. Knowledge, Skills and Abilities:
- iii. Certifications, Licenses, Registrations:
- iv. Other Requirements:

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.

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 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.
<input 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 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 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 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.

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

CHECK ONE:

<input 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 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.
<input type="checkbox"/>	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 type="checkbox"/>	Office Equipment (desk, chair, telephone, etc.)
<input type="checkbox"/>	Cleaning supplies	<input 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 type="checkbox"/>	PC equipment (monitor, keyboard, printer, etc.)
<input type="checkbox"/>	Handcart	<input type="checkbox"/>	PC software
<input type="checkbox"/>	Hand tools (please list):		
<input type="checkbox"/>	Office Machines (check all that apply): <input type="checkbox"/> Copier <input type="checkbox"/> Facsimile <input 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.)

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.

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

B. Khan

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.