



Department of Employee Relations

Cavalier Johnson
Mayor

Harper Donahue, IV
Director

Molly King
Employee Benefits Director

Nicole M. Fleck
Labor Negotiator

March 7, 2024

Dear City Service Commissioners,

I respectfully request that the temporary appointment of Martha Cargile be extended to August 17, 2024. Ms. Cargile's current temporary appointment is scheduled to end on April 9, 2024.

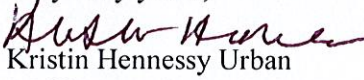
Ms. Cargile's assistance to the Staffing Division is critical. Recent turnover in the Human Resources Representative role, in addition to a nearly doubled number of requests for selection processes in recent years, has led to a nearly insurmountable workload for the Staffing Division employees.

Ms. Cargile performs selection processes, trains new staff members and provides professional assistance and coverage for the Staffing Division Manager in her absence. Ms. Cargile is uniquely qualified to perform functions including reviewing and approving job announcement bulletins, passing points and testing materials. The Staffing Division would not be able to meet its current workload demands without her assistance. Additionally, Staffing Division employees will soon be engaged in the implementation of the new Employee Resource Program (HRMS system); Ms. Cargile's assistance will be critical in augmenting our limited staff.

I respectfully request that Ms. Cargile's temporary appointment be extended through August 17, 2024 to enable her to continue to support the Staffing Division in providing timely and value-added service to our customer departments.

Please call me at 414.286.8643 should you have any questions.

Very truly yours,


Kristin Hennessy Urban
Staffing Services Manager



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 DER/Operations	LAST NAME Cargile	FIRST NAME Martha	INITIAL M
AUTHORIZED POSITION TITLE Human Resources Manager	PAY RANGE 1JX	F&P COMMITTEE APPROVAL DATE Aux	REQUISITION # Aux
UNDERFILL TITLE (IF APPLICABLE)	PAY RANGE	WAS THE INDIVIDUAL HIRED FROM AN ELIGIBLE LIST? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, Referral #	
REASON FOR TEMPORARY APPOINTMENT <input type="checkbox"/> During Leave of Absence of an employee who is expected to return <input checked="" type="checkbox"/> To perform services of a temporary nature and for a limited period	EFFECTIVE DATE 4/9/2024	ANTICIPATED EXPIRATION DATE 8/17/2024	T.A. RATE OF PAY 4159.50

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:

To provide additional assistance to the Staffing Division Manager in training, assisting with technical staffing questions, reviewing of job announcement bulletins, assisted with reviewing and/or creating structured interview and supplemental questions, reviewing exam materials and approving passing points.

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:

Marti has 30+ years of experience working for the City of Milwaukee in various related capacities to the duties and essential functions she will be performing and since retiring has previously assisted in this same capacity with needed.

PROVIDE INFORMATION TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS:

TRAINING AND EDUCATION:

UW Eau Claire: BA English
Minor: Language Studies
Magna Cum Laude
Cont. Ed- Test Construction
Workshop 2006

WORK EXPERIENCE:

Computer Training Coord - 1992-2002
HR Training Specialist - 2002-2003
Recruiting & Training Specialist - 2003-2006
HR Representative - 2006-2022

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 APPOINTIVE 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 Kristin Urban	SIGNATURE 	TITLE Human Resources Manager	DATE 3/1/2024
APPROVING OFFICER Harper Donahue IV	SIGNATURE 	TITLE Employee Relations Director	DATE 3/1/2024

THIS SECTION FOR DER REVIEW

DER REVIEW COMPLETED BY:	SIGNATURE	TITLE	DATE
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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
Cargile, Martha M		3/5/2024
POSITION TITLE	PAY RANGE	RATE OF PAY
Human Resources Manager	1JX	\$4159.50

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.

Martha M. Cargile 03-05-24
Temporary Appointment Applicant Signature Date Signed

James Cargile, Jr. [Signature]
Witness Name (Print) Witness Signature

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: 8/19/2022		2. Present Incumbent: Kristin Hennessy Urban		Is incumbent underfilling position?	
3. Date Filled:		4. Previous Incumbent:		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> If YES, Indicate Underfill Title in box 10.	
5. Department: Department of Employee Relations		Bureau: Division: Operations-Staffing Services		Unit: Section:	
6. Work Location: 200 E. Wells Street, Rm. 706, Milwaukee, WI 53202		Telephone: 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 checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	
10. Official Title: Human Resources Manager				Pay Range	Job Code
				■	5312
				EEO Code	101
Underfill Title (if applicable):					
Requested Title (if applicable):					
Recommended Title (DER Use Only):				Approved by: Date:	

11. BASIC FUNCTION OF POSITION:

Responsible for the leadership and the direction of the Department of Employee Relations testing and recruitment staff in developing and administering the selection processes of all non-sworn, Civil Service positions in the classified service for the City of Milwaukee.

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
40	Supervision/Leadership: Supervise certification, testing and recruitment staff. Plan, organize and review the work of staff and provides for training and development. Ensures staff adheres to rules, regulations, best practices and applicable laws related to employment testing. Responsible for the development and maintenance of effective relationships with supervisory and staff personnel of all agencies affected by the service. Anticipates workforce needs and plans selection activities accordingly.
30	Job Analysis, test development and administration: Determines the need for new selection procedures for entry-level and promotional positions; advises staff on and approves the development of qualifications, announcement bulletins, components and weights, job analysis procedures, test materials, examination scheduling and physical arrangements. Review statistical test results and eligible lists prior to submission to the Fire and Police Commission. Ensure all testing activities are validated, developed and administered according to professional and legal standards (e.g. Standards for Educational and Psychological Testing, Principles for the Validation and Use of Personnel Selection Procedures and the Uniform Guidelines on Employee Selection Procedures). Directs and evaluates the work of consultants in related areas. Ensures security and confidentiality of test materials.
20	Research, reporting and complaint response/resolution: Serve as testing subject matter expert for the DER. Prepares, reviews and submits research reports and recommendations pertaining to employee selection

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
	and other human resources issues as requested by the DER Director, Board of Civil Service Commissioners, Office of the City Attorney, public officials and other agencies. Responds to complaints or legal action regarding selection processes.
10	Background investigation and pre-employment testing: Develop and oversee the administration of the background investigation and appeals process, pursuant to Civil Service rules and professional and legal standards. Oversee the work of professionals contracted to perform pre-employment testing, including drug screening, medical and psychological testing.
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B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
	•

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Harper Donahue, Employee Relations Director

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

Performs functions independently, with minimal supervision.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = 8 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:

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)
4	Human Resources Representatives	a, b, c, d, e, f, g, h
1	Test Administration Specialist	a, b, c, d, e, f, g, h
2	Human Resources Assistants	a, b, c, d, e, f, g, h
1	Diversity Recruiter	a, b, c, d, e, f, g, h

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

i. Education and Experience:

1. Master's degree from an accredited college or university with a major in industrial psychology, human resources management, public administration or a related field, including coursework in testing and statistics.
2. Three years of progressively responsible experience in the development, administration and validation of personnel selection procedures, including application of related principles, practices, techniques and legal consideration.
3. Equivalent combinations of education and experience may also be considered.

ii. Knowledge, Skills and Abilities:

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Technical

- Knowledge of job analysis methods and related research
- Ability to conduct and interpret job analysis studies
- Knowledge of professional testing standards and federal regulations related to personnel selection standards
- Knowledge of measurement theory and practice
- Knowledge of selection test validation methods
- Skill in the development of valid and reliable selection processes
- Skill in conducting statistical and technical research
- Ability to understand, analyze and interpret data derived from employment tests
- Ability to apply statistics to practical situations
- Ability to read, understand, interpret and apply job-related material, including related academic and trade publications
- Ability to use computer software, including word processing, spreadsheet and human resources management applications
- Ability to remain informed regarding developments in the fields of selection and human resources management

Communication and Interpersonal

- Strong written and oral communication skills
- Ability to create and deliver presentations and testimony before boards, commissions and in legal and quasi-proceedings
- Effective listening skills
- Ability to effectively manage and resolve sensitive inquiries and complaints
- Skill in conflict resolution
- Exemplary cultural sensitivity
- Strong customer service orientation
- Skill in conflict resolution
- Ability to function effectively in a team environment and to maintain harmonious co-worker relationships

Supervisory

- Ability to set high standards of performance and to act in a manner that is in accordance with high ethical standards
- Strong leadership skills
- Ability to effectively direct, supervise and plan staff activities
- Ability to apply expertise in a fair and objective manner to manage projects, solve problems and make decisions

Judgment/Organization/Analytical

- Ability to apply expertise in a fair manner
- Ability to employ a systematic approach to work, to adjust to changing priorities and to handle multiple assignments in a timely manner
- Strong analytical and quantitative reasoning, problem solving and critical thinking skills
- Ability to use sound judgment
- Ability to protect the confidentiality of examination and candidate information

iii. Certifications, Licenses, Registrations:

Possession of a valid driver's license and use of a properly insured vehicle at the time of appointment and throughout employment.

iv. Other Requirements:

Must be willing to work an extended schedule for successive days (i.e. 10-12 hour work day) as well as evenings and weekends as needed.

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.

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- 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.
<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 type="checkbox"/>	Repetitive Motions: Substantial movements (motions) of the wrist, hands, and/or fingers.
<input checked="" 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:
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<input type="checkbox"/>	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 (such as typical office or administrative work).
<input type="checkbox"/>	The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes (i.e. warehouses, covered loading docks, garages, etc.)
<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 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.

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.

Signature of Department Head or Designated Representative

A handwritten signature in black ink, consisting of a stylized 'H' followed by a cursive 'a' and a 't' that ends in a long horizontal stroke.

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.

MARTI M CARGILE, SPHR

Summary

Human resources professional specializing in recruiting, staffing, and training with 40 years of experience; works effectively with a wide range of people; has excellent writing, presentation, and facilitation skills; possesses strong planning, organizing, problem-solving, and research skills; and is creative, positive, and customer-focused.

Experience

Jan '06-Jun '22

CITY OF MILWAUKEE, MILWAUKEE, WI

Human Resources Representative

- ◆ Performed a range of staffing functions, including assisting customer departments with human resource planning, developing content-valid selection processes based on thorough job analysis, developing and implementing recruitment plans, and administering civil service tests consistent with professional testing standards and practices
- ◆ Assisted with administering Fire and Police written and performance (entry-level and promotional) examinations
- ◆ Coordinated requests for Fire and Police recruiters
- ◆ Conducted courses in customer service, workplace violence prevention, new employee orientation, and PeopleSoft applications
- ◆ Functioned as a resource person within the Department of Employee Relations, assisting end-users with software questions, producing computerized reports, and conducting research; supervised students from Marquette University's Service Learning program ('06-'07)

Dec '03-Jan '06

Recruiting and Training Specialist

- ◆ Performed staffing duties (outlined above) beginning in Feb '05
- ◆ Managed a comprehensive recruitment effort for positions throughout the City of Milwaukee, with a special emphasis on increasing diversity within the Fire and Police departments; maintained contacts within the community by attending career fairs at colleges and other venues such as churches, making presentations at high schools, working at cultural festivals and events sponsored by neighborhood organizations, and doing mailings and online recruiting
- ◆ Hosted an annual Open House at the Milwaukee Safety Academy for police aide applicants
- ◆ Coordinated recruiting efforts with the Fire and Police departments; designed and delivered recruiting training for designated police officers and police aides
- ◆ Assisted with administering Fire and Police written and performance examinations; worked with the League of Martin and the Latino Peace Officers' Association (LPOA) to present test-preparation workshops for applicants
- ◆ Served on the Milwaukee Fire Department's Diversity Recruiting Committee
- ◆ Supervised Summer Youth Interns ('05 and '06)
- ◆ Delivered training programs on a variety of topics, including customer service, workplace violence prevention, new employee orientation, and PeopleSoft applications

Dec '02-Dec '03 Human Resources Training Specialist

- ◆ Began performing recruiting duties (outlined above) in Sep '03
- ◆ Conducted training courses for City of Milwaukee employees, such as customer service, workplace violence prevention, and computer skills; served as the training lead on the PeopleSoft software upgrade team
- ◆ Participated as a rater on structured interview panels, rated training and experience questionnaires, and served on various committees, such as the City's outplacement vendor selection committee

Apr '92-Dec '02 Computer Training Coordinator

- ◆ Wrote and conducted both computer and soft skills courses (such as business writing and interviewing skills) to enhance organizational effectiveness
- ◆ Designed, delivered, and coordinated software courses for City of Milwaukee employees:
 - Determined departmental needs, planned and scheduled courses, taught classes, coordinated outside resources, and evaluated training
 - Taught courses on a wide range of end-user computer applications including word processing, spreadsheets, presentations, reporting, e-mail, mapping, and the Internet
- ◆ Performed training-related activities, such as overseeing the computer training lab, procuring software and hardware, and providing back-up network administration for the Department of Employee Relations
- ◆ Participated in the implementation of – and provided ongoing training for – PeopleSoft Financials and Human Resources, the City's enterprise-wide Management Information System:
 - As a member of the Change Management Team, developed, customized, and delivered training for City of Milwaukee employees, including Train the Trainer
 - Created and tailored performance support materials including job aids and online help
 - Participated in communication efforts, such as planning liaison meetings and creating newsletters
- ◆ Became certified in '99 to deliver AchieveGlobal's "Achieving Extraordinary Customer Relations" (AECR) course and then regularly presented AECR for City of Milwaukee departments
- ◆ Coordinated the project of training over 1,200 City employees on emergency preparedness
- ◆ Delivered the City's new employee orientation program five to seven times per year from '99-'14
- ◆ Participated in the City's total quality improvement (TQI) efforts, which included teaching TQI courses, taking part in and facilitating process action teams, and serving on the department's steering team
- ◆ Served on structured interview and training and experience rating panels
- ◆ Served on various Department of Employee Relations committees, such as the EEO Committee and the United Performing Arts/Visions and Combined Giving committees

- Oct '88-Apr '92 **MANPOWER, MILWAUKEE, WI**
Office Automation Manager
 ♦ In addition to Office Automation Specialist responsibilities (below), hired, trained, and managed Office Automation Specialists and trainers and conducted marketing activities
- Apr '87-Oct '88 **Office Automation Specialist**
 ♦ Sold computer training in a ten-office territory in Southeastern Wisconsin; hired, trained, and supervised trainers; and conducted classes, seminars, and sales presentations as an IBM Business Partner at IBM Customer Centers, customer sites, and trade shows
- May '84-Apr '87 **Service Representative**
 ♦ Recruited, interviewed, tested, trained, and placed temporary office and industrial employees and conducted outside sales calls to sell temporary help services
- Aug '82-May '84 **CARDINAL STRITCH COLLEGE, MILWAUKEE, WI**
Admissions Counselor
 ♦ Informed students, parents, and guidance counselors in the Midwest about Stritch's programs through high school visits, college fairs, and on-campus events

Education

May '82

UNIVERSITY OF WISCONSIN-EAU CLAIRE, EAU CLAIRE, WI
Bachelor of Arts, Major-English; Minor-Language Studies. Magna Cum Laude.

Continuing Education:

Participated in many workshops and conferences; notable courses include these:

- ♦ **Test Construction Workshop**, OSU Center on Education & Training for Employment, Columbus, OH ('06)
- ♦ **Job Analysis for Content Validation**, Mid-Atlantic Personnel Assessment Consortium, Harrisburg, PA ('06)
- ♦ **PrepareTraining® Program: Respect, Service, and Safety at Work Certification**, CPI (Crisis Prevention Institute), Chicago, IL ('04)
- ♦ **Law Enforcement Diversity Recruiting Conference**, The Performance Institute, Arlington, VA ('04)
- ♦ **Achieving Stellar Service™ Experiences Certification**, AchieveGlobal, Chicago, IL ('03)
- ♦ **Accelerated Learning**, The Center for Accelerated Learning, Lake Geneva, WI ('03)
- ♦ **Lifetime SPHR (Senior Professional in Human Resources) Certification**, Human Resources Certification Institute (HRCI), through Marquette University Continuing Education, Milwaukee, WI ('98)

**Professional
Affiliations**

- ◆ **International Personnel Assessment Council (IPAC) Member ('14) | Annual conference ('12)**
- ◆ **International Public Management Association for Human Resources IPMA-HR Member ('11, '12) | International Training Conference/Member ('07, '08, '10, '13) | Central Region Training Conference ('06, '10, '11)**
- ◆ **Society for Human Resource Management (SHRM) Member ('11, '12) | Annual Conference and Expo/Member ('17, '19) | SHRM Staffing Management Conference ('09) | Wisconsin SHRM Conference ('01, '11, '14)**
- ◆ **American Society for Training and Development (ASTD)**
 - ◆ Southeastern Wisconsin Chapter Member ('98, '99, '01, '10, '12)
 - ◆ Vice-President ('01-'02) | Newsletter team ('98-'01) | Programming Committee ('93, '94, '95, '97)
 - ◆ International Member ('97, '00, '08, '09, '12) | International Conference & Expo/Member ('95, '98, '99, '01, '02, '04, '05) | National Leadership Conference ('01)
- ◆ **Milwaukee Area Technical College Advisory Committee for Business Data Processing ('92-'97)**