Milwaukee Police Department
Police Administration Building
749 West State Street
Milwaukee, Wisconsin 53233
http://www.milwaukee.gov/police

Jeffrey B. Norman
Chief of Police

(414) 933-4444

June 4, 2026

The Board of
Fire and Police Commissioners
200 East Wells Street, Room 706
Milwaukee, WI 53202

RE: Reclassification Request – (Police Services Specialist to Police Services Specialist - Investigator)

Dear Commissioners:

The department is requesting that two (2) positions of Police Services Specialist (Pay Range 6KN), assigned to the Criminal Investigation Bureau – Forensics Division, be reclassified to the Police Services Specialist – Investigator position. The duties of Police Services Specialist assigned to the Criminal Investigation Bureau – Forensics Division have matured over time to best fit the needs of the Department, and the current incumbents have been performing the same level of duties as a Police Services Specialist - Investigator. The duties of the Police Services Specialist within that location have advanced to include a higher level of skills, duties, and responsibilities that match the duties and responsibilities of the Police Services Specialist - Investigator position. The tasks and responsibilities require a higher degree of accountability.

The Police Services Specialist - Investigators, assigned to the Criminal Investigation Bureau – Forensics Division, will be responsible for various functions at a professional level including, relieving full duty law enforcement officers engaged in indirect law enforcement activities at locations throughout the department by performing duties associated with such activities. An updated job description is attached which outlines the duties of the Police Services Specialist - Investigator and the two (2) positions of Police Services Specialist duties and supports the reclassification to Police Services Specialist - Investigator.

I respectfully request that this matter be referred to the Department of Employee Relations (DER) for classification. Department representatives are prepared to assist DER staff with this process.

Sincerely,

JEFFREY B. NORMAN
CHIEF OF POLICE

CRAIG D. SARNOW
ASSISTANT CHIEF OF POLICE

JBN:CDS:ms
Attachment

City of Milwaukee
CS-25, Rev. *12/09*

JOB DESCRIPTION

FOR DER USE ONLY

Vacancy No. _____

City Service Commission: _____	Finance Committee: _____
Fire & Police Commission: _____	Common Council: _____

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

1. Date Prepared/ Revised: 5/16/2011 / 6/4/2026	**2. Present Incumbent:** Various (4 positions)	**Is incumbent underfilling position?** YES ☐ NO ☒ *If YES, indicate Underfill Title in box 10.*
3. Date Filled:	**4. Previous Incumbent:**	
5. Department: Police Department	**Bureau:** Various **Division:**	**Unit:** Various **Section:**
6. Work Location: Various	**Telephone:** **Email:**	**Work Schedule:** Hours: All Shiftsl / Days:
7. Represented by a Union? ☒ *Yes* ☐ *No*	**8. Bargaining Unit:** Local 218, Aleasp, Police Support Serv **If in District Council 48, which local?** Unknown	**9. FLSA Status** *(check one)*: ☐ Exempt ☒ Non-Exempt

10.		**Pay Range**	**Job Code**	**EEO Code**
Official Title: Police Services Specialist		6KN	2340PD	607
Underfill Title *(if applicable)*:				
Requested Title *(if applicable)*:				
Recommended Title (DER Use Only):	Approved by: _____ Date:			

11. BASIC FUNCTION OF POSITION:

Police Service Specialists will relieve full-duty law enforcement officers engaged in indirect law enforcement activities, at locations throughout the Department, by performing the duties associated with such activities.

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
100%	Under supervision, Police Services Specialists are engaged in a variety of Police Department assignments requiring specific knowledge of police policies, procedures, methods and law enforcement techniques. Examples of work assignment for Police Services Specialists include, but are not limited to:
	• Regular and consistent attendance. • Property control and inventory
	• Identification Division support duties
	• Crime prevention
	• Vehicle services related duties
	• License investigation
	• Police district support duties (i.e., answering p hones, console operator, taking and filing complaints from persons who walk into police stations, etc.)
	•
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	•

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
	• May be assigned to deliver reports and other documents to persons and locations.
	• Performs various other duties of an emergency and non-emergency nature as designated by a supervisor.
	•

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	PERIPHERAL DUTY
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C. NAME AND TITLE OF <u>IMMEDIATE</u> SUPERVISOR:

Work location supervisor

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

Assignments received by shift commander, Captain or dispatcher.

E. SUPERVISION EXERCISED:
Total number of employees for whom responsible, either directly or indirectly = **<u>None</u>**.

<u>Direct Supervision:</u> 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
b. Outline methods
c. Direct work in progress
d. Check or inspect completed work
e. Sign or approve work
f. Make hiring recommendations
g. Prepare performance appraisals
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. MINIMIMUM QUALIFICATIONS REQUIRED: (Indicate the MINIMUM qualifications required to <u>enter</u> the job.)

i. <u>Education and Experience:</u>
Candidates must be a former law enforcement officer who resigned or retired in good standing.

ii. <u>Knowledge, Skills and Abilities:</u>
Ability to learn the laws, ordinances and policies governing law enforcement in the state of Wisconsin and City of Milwaukee.
Ability to learn techniques of investigation and identification, criminal law and criminal procedure including classification of crimes, rules of evidence, misdeameanor or felony classifications and the seizure and processing of evidence.
Ability to understand and carry out oral and written instructions during emergency and non-emergency situations.
Ability to communicate effectively with a variety of persons.
Ability to maturely deal with conflict and with emotionally upset persons.
Ability to mentally visualize locations and routes within the City of Milwaukee.
Ability to deal with difficult situations, such as those involving injured, frightened, distraught disoriented people or fatalities.

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.

Ability to learn and accurately recall names, places and incidents.
Ability to stand and walk for extended periods of time and to sit for several hours while operating a vehicle.
Ability to work in inclement weather conditions.
Ability to establish and maintain effective working relationships with departmental officials, employees, members of other agencies and with the general public.
Ability to write basic reports using proper grammar.
Ability to maintain a mental capacity which allows for the exercise of sound judgement and rational thinking under strenuous and hectic circumstances; evaluate options and allternatives and choose an appropriate and reasonable course of action; and demonstrate needed intellectual capabilities during testing and training.
Ability to lift and operate a fire extinguisher.
Ability to use standard office software and hardware.
Ability to use standard Police communications equipment.

iii. Certifications, Licenses, Registrations:
Valid Wisconsin's driver's license throughout employment.

iv. Other Requirements:

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:

☒	**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.
☒	**Balancing:** Maintaining body equilibrium to prevent failing 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.
☐	**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.
☒	**Kneeling:** Bending legs at knee to come to a rest on knee or knees.
☒	**Crouching:** Bending the body downward and forward by bending leg and spine.
☒	**Crawling:** Moving about on hands and knees or hands and feet.
☒	**Reaching:** Extending Hand(s) and arm(s) in any direction.
☒	**Standing:** Particularly for sustained periods of time.
☒	**Walking:** Moving about on foot to accomplish tasks, particularly for long distances.
☐	**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.
☐	**Pulling:** Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
☐	**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.
☒	**Fingering:** Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
☒	**Grasping:** Applying pressure to an object with fingers and palm.
☒	**Feeling:** Perceiving attributes of objects such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips.
☒	**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.

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.

☒	**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.
☐	**Repetitive Motions:** Substantial movements (motions) of the wrist, hands, and/or fingers.
☒	**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:

☐	**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.
☒	**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.
☐	**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.
☐	**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.
☐	**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:

☒	**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 devises, assembly or fabrication of parts).
☐	**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.)
☒	**Mobile Equipment Operators:** This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
☐	**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:

☐	**None:** The worker is not substantially exposed to adverse environmental conditions *(such as typical office or administrative work).*
☒	**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.)*
☒	**The worker is subject to outside environmental conditions:** No effective protection from weather.
☒	**The worker is subject to extreme cold:** Temperatures below 32 degrees for period of more than one hour.
☒	**The worker is subject to extreme heat:** Temperatures above 100 degrees for periods of more than one hour.
☒	**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.
☐	**The worker is subject to vibration**: Exposure to oscillating movements of the extremities or whole body.
☒	**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.
☒	**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.
☒	**The worker is subject to oil:** There is air and/or skin exposure to oils and other cutting fluids.
☐	**The worker is required to wear a respirator.**

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.

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:

☒ Camera and photographic equipment	☒ Office Equipment (desk, chair, telephone, etc.)
☐ Cleaning supplies	☒ Office supplies (pens, staplers, pencils, etc.)
☐ Commercial vehicle	☐ Packing materials (boxes, shrink wrap, etc.)
☒ Data processing equipment	☒ PC equipment (monitor, keyboard, printer, etc.)
☐ Handcart	☒ PC software
☐ Hand tools ***(please list):***	
☒ Office Machines ***(check all that apply):*** ☒ Copier ☒ Facsimile ☒ Calculator ☐ Cash register	
☒ Other ***(please list):*** radio, belt	

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.)

Police Services Specialists must reside within the City of Milwaukee.

Depending on their qualifications, Police Services Specialists may, from time to time, be called upon to provide instructional assistance to less-experienced Department members.

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.

City of Milwaukee
CS-25, Rev. *12/09*

JOB DESCRIPTION

FOR DER USE ONLY

Vacancy No. _____

City Service Commission: _____	Finance Committee: _____
Fire & Police Commission: _____	Common Council: _____

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

1. Date Prepared/ Revised: 3/2009 / 6/4/2026	**2. Present Incumbent:** Various (61 half-time positions)	**Is incumbent underfilling position?** YES ☐ NO ☒ *If YES, indicate Underfill Title in box 10.*
3. Date Filled:	**4. Previous Incumbent:**	
5. Department: Police Department	**Bureau:** Various **Division:**	**Unit:** Background Investigation **Section:**
6. Work Location: Various	**Telephone:** **Email:**	**Work Schedule:** Hours: All Shifts / Days:
7. Represented by a Union? ☐ *Yes* ☒ *No*	**8. Bargaining Unit:** **If in District Council 48, which local?**	**9. FLSA Status** *(check one)*: ☐ Exempt ☒ Non-Exempt

10.		**Pay Range**	**Job Code**	**EEO Code**
Official Title: Police Services Specialist - Investigator		5JN	2344PD	607
Underfill Title *(if applicable)*:				
Requested Title *(if applicable)*:				
Recommended Title (DER Use Only):	Approved by: _____ Date:			

11. BASIC FUNCTION OF POSITION:

Police Services Specialist-Investigators will relieve full-duty law enforcement officers engaged in indirect law enforcement activities, at locations throughout the Department, by performing the duties associated with such activities.

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
100%	Under supervision, Police Services Specialist-Investigators are engaged in a variety of Police Department assignments requiring specific knowledge of police policies, procedures, methods and law enforcement techniques. Examples of work assignment for Police Services Specialist-Investigator include, but are not limited to:
	• Regular and consistent attendance. • Background Investigations for police, fire and civilians.
	• Assist with residency investigations, civil litigation investigations and rule violations regarding attendance.
	• Follow-up investigations to include the following: Forgery/white collar crime, License investigation unit, "Cold" criminal cases, Gold and Silver pawn shops.
	• Assist the City Attorney with record requests and litigations; to include responding to requests for information, assist with the research, compilation and dissemination of Milwaukee Police Department records as mandated by Wisconsin State Statutes pursuant to the Open Records Law, applicable Federal and State Supreme Court decisions and Milwaukee Police Department policy.
	• District Station Crime Analysis Officer - assist the Community Liaison Officer gathering data and analyzing crime trend. Assist in distributing crime prevention materials and coordinating block watchers, community meetings, etc.
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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
	• Performs various other duties of an emergency and non-emergency nature as designated by a supervisor.
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C. NAME AND TITLE OF <u>IMMEDIATE</u> SUPERVISOR:

Human Resources Division/Background Investigation Section Supervisor.

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

Specific assignments and direction, including unit policies, work methods and procedures.

E. SUPERVISION EXERCISED:
Total number of employees for whom responsible, either directly or indirectly = **<u>None</u>**.

<u>Direct Supervision:</u> 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 <u>enter</u> the job.)

i. <u>Education and Experience:</u>
Candidates must be a former law enforcement officer who resigned or retired in good standing.

ii. <u>Knowledge, Skills and Abilities:</u>
Previous experience in specialized investigations or a supervisory position.
Ability to conduct comprehensive confidential investigations.
Ability to prepare accurate, objective, concise and complete reports.
Ability to enter and retrieve data from a personal computer.
Must be a self-starter and work independently.
Ability to communicate effectively with a variety of persons.
Ability to learn the laws, ordinances and policies governing law enforcement in the state of Wisconsin and City of Milwaukee.

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.

Ability to learn techniques of investigation and identification, criminal law and criminal procedure including classification of crimes, rules of evidence, misdeameanor or felony classifications and the seizure and processing of evidence.
Ability to understand and carry out oral and written instructions during emergency and non-emergency situations.
Ability to communicate effectively with a variety of persons.
Ability to maturely deal with conflict and with emotionally upset persons.
Ability to mentally visualize locations and routes within the City of Milwaukee.
Ability to deal with difficult situations, such as those involving injured, frightened, distraught disoriented people or fatalities.
Ability to learn and accurately recall names, places and incidents.
Ability to stand and walk for extended periods of time and to sit for several hours while operating a vehicle.
Ability to work in inclement weather conditions.
Ability to establish and maintain effective working relationships with departmental officials, employees, members of other agencies and with the general public.
Ability to write basic reports using proper grammar.
Ability to maintain a mental capacity which allows for the exercise of sound judgement and rational thinking under strenuous and hectic circumstances; evaluate options and allternatives and choose an appropriate and reasonable course of action; and demonstrate needed intellectual capabilities during testing and training.
Ability to lift and operate a fire extinguisher.
Ability to use standard office software and hardware.
Ability to use standard Police communications equipment.

iii. Certifications, Licenses, Registrations:
Valid Wisconsin's driver's license throughout employment.

iv. Other Requirements:
Must become Transaction Information for Management of Enforcement (TIME) certified.

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:

☐	**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.
☐	**Balancing:** Maintaining body equilibrium to prevent failing 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.
☐	**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.
☒	**Kneeling:** Bending legs at knee to come to a rest on knee or knees.
☐	**Crouching:** Bending the body downward and forward by bending leg and spine.
☐	**Crawling:** Moving about on hands and knees or hands and feet.
☒	**Reaching:** Extending Hand(s) and arm(s) in any direction.
☒	**Standing:** Particularly for sustained periods of time.
☒	**Walking:** Moving about on foot to accomplish tasks, particularly for long distances.
☐	**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.
☐	**Pulling:** Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained

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.

	motion.
☒	**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.
☒	**Fingering:** Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
☒	**Grasping:** Applying pressure to an object with fingers and palm.
☒	**Feeling:** Perceiving attributes of objects such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips.
☒	**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.
☒	**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.
☐	**Repetitive Motions:** Substantial movements (motions) of the wrist, hands, and/or fingers.
☒	**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:

☐	**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.
☒	**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.
☐	**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.
☐	**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.
☐	**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:

☒	**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 devises, assembly or fabrication of parts).
☐	**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.)
☒	**Mobile Equipment Operators:** This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
☐	**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:

☐	**None:** The worker is not substantially exposed to adverse environmental conditions *(such as typical office or administrative work).*
☒	**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.)*
☒	**The worker is subject to outside environmental conditions:** No effective protection from weather.
☒	**The worker is subject to extreme cold:** Temperatures below 32 degrees for period of more than one hour.

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

☒	**The worker is subject to extreme heat:** Temperatures above 100 degrees for periods of more than one hour.
☒	**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.
☐	**The worker is subject to vibration**: Exposure to oscillating movements of the extremities or whole body.
☒	**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.
☒	**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.
☒	**The worker is subject to oil:** There is air and/or skin exposure to oils and other cutting fluids.
☐	**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:

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

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

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

_____

Signature of Department Head or Designated Representative

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