



Jeffrey S. Polenske, P.E.
Commissioner of Public Works

Dan Thomas, M.P.A., J.D.
Director of Administrative Services

**Department of Public Works
Administration**

October 5, 2021

Makda Fessahaye
Employee Relations Director
City Hall, Room 706
200 E. Wells Street
Milwaukee, WI 53202

Re: Extension of Temporary Appointment Request: Terry, Antara

Dear Ms. Fessahaye:

The Department of Public Works (DPW) respectfully requests permission and approval to extend the temporary appointment of Ms. Antara Terry to the position of Human Resources Assistant.

Mr. Terry was temporary appointed to Human Resources Assistant position began on July 26, 2021. We are requesting to extend her temporary appointment from October 26, 2021 through January 29, 2022.

This request is necessitated due the incumbents continued leave of absences. It is anticipated the incumbent will return to work; however, not prior to the expiration of the initial temporary appointment.

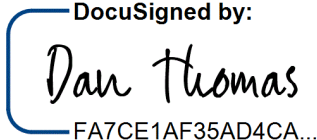
Ms. Terry has over 15 years of DPW payroll experience. As a result, she has been successfully completing the duties of the Human Resources Assistant position.

We are respectfully requesting to extend Ms. Terry's appointment. Thank you for your consideration.

If you have any questions regarding this request, please contact me at 414-286-3307.

Sincerely,

DocuSigned by:


FA7CE1AF35AD4CA...

Dan Thomas M.P.A., J.D.
DPW Administrative Services Director



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



NOTICE OF TEMPORARY APPOINTMENT

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

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

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

TEMPORARY APPOINTMENT/APPOINTEE DETAILS				
DEPARTMENT/DIVISION DPW/ADMINISTRATIVE SERVICES	LAST NAME TERRY	FIRST NAME ANTARA	INITIAL O.	
AUTHORIZED POSITION TITLE HR Assistant	PAY RANGE 5IN	F&P APPROVAL DATE N/A	REQUISITION # 8815	
UNDERFILL TITLE (IF APPLICABLE)	PAY RANGE	WAS THIS INDIVIDUAL FROM AN ELIGIBLE LIST? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO IF YES, REFERRAL #		
REASON FOR TEMPORARY APPOINTMENT <input checked="" type="checkbox"/> During Leave of Absence of an employee who is expected to return <input type="checkbox"/> To perform services of a temporary nature and for a limited period	EFFECTIVE DATE 10/26/2021	ANTICIPATED EXPIRATION DATE 01/29/2022	T.A. RATE OF PAY \$2020.55	
ATTACH A COPY OF THE CURRENT JOB DESCRIPTION & A RESUME IN ADDITION TO COMPLETING THE INFORMATION BELOW				
PROVIDE AN EXPLANATION OF WHY THE TEMPORARY APPOINTMENT IS NEEDED: Ms. Terry was part of a recruitment in 2020 for an internal promotional opportunity for the HR Assistant position. She was the Department's second choice. The current incumbent is on leave until further notice. This position works in conjunction with the Business Operations Manager to oversee, maintain and audit various personnel and payroll databases. This position also has oversight and maintenance of DPW Absences, FMLA and Discipline databases. This position audits for accuracy of absences and FMLA by comparing entries with salary payments.				
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. Terry has been part of the Payroll section of Administrative Services for over 15 years, and has extensive experience with the DPW absences, FMLA and Discipline databases, as well as with payroll processes.				
PROVIDE INFORMATION BELOW TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS:				
TRAINING AND EDUCATION: MATC 1195- Data Entry	WORK EXPERIENCE: Personnel Payroll Assistant III: 2002-Present Communications Assistant IV: 2002 - 2002		OTHER REQUIREMENTS (i.e. licenses) Proficiency on CityTime System, Microsoft Office Applications	
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, CURRENT DEPARTMENT: DPW-ADMIN. SERVICES	CURRENT POSITION TITLE: OFFICE SUPERVISOR II	EMPLOYEE ID NUMBER: 011948	
IS THE INDIVIDUAL BEING GIVEN THIS TEMPORARY APPOINTMENT RELATED BY BLOOD OR MARRIAGE TO THE APPOINTING OFFICER, ANY MEMBER OF THE APPOINTING BOARD OR BODY, DIRECTOR SUPERVISOR, OR TO ANY ELECTIVE OF APPOINTED CITY OFFICIAL? (Refer to CSC Rule VIII, Section 10 regarding nepotism) <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES – EXPLAIN RELATIONSHIP:				
THIS TEMPORARY APPOINTMENT IS MADE IN ACCORDANCE WITH RULE IX, SECTION 2 OF THE CITY SERVICE COMMISSION AND IS LIMITED TO A PERIOD OF 90 DAYS UNLESS AN EXTENSION IS APPROVED BY THE COMMISSION.				
REPORTING OFFICER Arlanda Freeman	SIGNATURE <i>Arlanda Freeman</i>	TITLE Business Operations Manager	DATE 10/4/2021	
APPROVING OFFICER Dan Thomas	SIGNATURE <i>Dan Thomas</i> FA7CE1AE35AD4CA	TITLE Administrative Services Director	DATE 10/4/2021	
THIS SECTION FOR DER REVIEW				
DER REVIEW COMPLETED BY: Karen Biernat 90 TA 7.25.21-10.25.21	SIGNATURE Karen Biernat	TITLE Admin. Serv. Coordinator	DATE 10.5.2021	



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
Antara Terry		10/4/2021
POSITION TITLE	PAY RANGE	RATE OF PAY
HR Assistant	5IN	\$2020.55

SECTION II. TEMPORARY APPOINTEE STATEMENT OF UNDERSTANDING

I understand that if I am appointed to the position described above on a temporary basis, that I must meet the requirements for the position. I further understand that this temporary appointment may expire at any time and is limited to a period of 90 days, unless an extension at the request of the hiring authority is approved by the City of Milwaukee Civil Service Commission.

I understand that as a temporary appointee I am ineligible for paid holidays, sick leave, vacation or other benefits while serving on this temporary appointment, and that this temporary appointment shall not confer upon me any privilege of regular appointment. (Note: A current City of Milwaukee employee who accepts a temporary appointment to a different position retains his/her current benefits and civil service status).

I understand that if I wish to be considered for regular employment I must compete in a Civil Service examination for the position, and must pass the examination with a grade which shall place me among the top five scores on the eligible list in order to be eligible to interview for regular appointment to the position.

I understand that acceptance of a temporary appointment will not affect my rights to certification for permanent appointment to any position for which I am currently on an eligible list for.

In accordance with Civil Service Rule VIII, Section 10, concerning nepotism, I hereby certify that I am not related, either by blood or through marriage, to the appointing officer or to any member of the appointive board or body or to any direct superior or to any elective or appointive City official. (This includes relative of both whole and half blood, and extends to persons as closely related as first cousins when the relationship is by blood, or more closely related than first cousins when the relationship is through marriage, and includes the cases of husbands of sisters-in-law and wives of brothers-in-law).

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


Temporary Appointment Applicant Signature

10/5/21
Date Signed

ARANDA FREEMAN
Witness Name (Print)


Witness Signature

10/5/21

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: 10/28/2020		2. Present Incumbent:		Is incumbent underfilling position?	
3. Date Filled: 01/18/15		4. Previous Incumbent: Theresa Conley		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> If YES, indicate Underfill Title in box 10.	
5. Department: Public Works, Dept. of		Bureau: Division: Admin Services		Unit: Section: Payroll	
6. Work Location: 841 N Broadway, Rm 507		Telephone: 286-3463 Email:		Work Schedule: Hours: 8:00am-4:45pm / Days: Mon-Fri	
7. Represented by a Union? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		8. Bargaining Unit: District Council 48 If in District Council 48, which local? 428		9. FLSA Status (check one): <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	
10.	Official Title: HUMAN RESOURCES ASSISTANT			Pay Range	Job Code
				5IN	0481DC
	Underfill Title (if applicable):				
	Requested Title (if applicable):				
Recommended Title (DER Use Only):			Approved by: _____ Date: _____		

11. BASIC FUNCTION OF POSITION:

This position works in conjunction with the Business Operations Manager to oversee, maintain and audit various personnel and payroll databases.

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
55	• Oversight and maintenance of DPW Absences (FMLA) and Discipline databases. Audit accuracy of absences by comparing entries with salary payments. Check for compliance of necessary supporting documentation. Write reports using structured query language. Provide training to staff members and managers on use of databases and reports.
25	• Respond to employment and salary inquiries made by employers, law offices, Worker's Compensation and other government agencies. Produce probationary reports for DPW employees citing accurate probationary periods.
20	• Calculate and submit clothing allowance payments to Comptroller's Office. Maintain library of DPW job descriptions and management performance reviews. Run various quarterly and year-end personnel and payroll reports. Lead special projects.

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
	• Leadworker in payroll office.
	• Provide assistance and backup to Personnel Payroll Assistant III positions.
	• Serve as back-up for DOT driving abstract retrievals.
	• Serve as back-up for routine Unemployment Compensation inquiries.

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.

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Business Operations Manager

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

Work assignments and methods are outlined, reviewed and approved by the Business Operations Manager.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = 9.

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)		
9	Personnel Payroll Assistant III		b, c, d		

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

i. Education and Experience:

College level coursework in Accounting, Human Resources or Office Management.
Four years of experience in the City of Milwaukee Payroll Environment.
Four years of experience with database software including PeopleSoft HRMS, FMIS and CityTime.
Proficient with Microsoft Office-Word and Excel

ii. Knowledge, Skills and Abilities:

Knowledge of mathematics and the ability to perform calculations.
Analytical, problem-solving skills
Ability to interpret policies, ordinances and rules.
Ability to guide users in the use of Citytime and PeopleSoft HRMS.
Oral communication skills to communicate effectively when interacting with a wide range of people.
Written communication skills to write correspondence and reports.
Interpersonal skills to build and maintain effective working relationships.
Ability to maintain confidentiality
Ability to function in a "lead" capacity.

iii. Certifications, Licenses, Registrations:

iv. Other Requirements:

Ability to interact with office staff, field staff and other departments.
Ability to work with little direct supervision.
Flexible schedule necessary to meet payroll deadlines.

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

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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 checked="" type="checkbox"/>	Kneeling: Bending legs at knee to come to a rest on knee or knees.
<input checked="" 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 checked="" 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 checked="" type="checkbox"/>	Grasping: Applying pressure to an object with fingers and palm.
<input checked="" 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 checked="" type="checkbox"/>	Repetitive Motions: Substantial movements (motions) of the wrist, hands, and/or fingers.
<input type="checkbox"/>	Driving: Minimum standards required by State Law (including license).

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

CHECK ONE:

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

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

CHECK ONE:

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

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

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

CHECK ALL THAT APPLY:

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

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<input type="checkbox"/> Other <i>(please list)</i> :

- L. SUPPLEMENTARY INFORMATION:** (Indicate any other information which further explains the importance, difficulty, or uniqueness of the position, such as its scope of responsibility related to finances, equipment, people, information, etc. Also indicate success factors such 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.

Antara O. Terry



November 5, 2020

Andrew Simons
Human Resource Analyst-Senior
City of Milwaukee Department of Public Works-Administrative Services
841 N Broadway, 5th Floor
Milwaukee, WI 53202

Dear Andrew Simons:

I am writing in response to your e-mail of the Human Resources Assistant position. Based on the requirements listed in the job posting, I feel that my skills and experience are a perfect match for the position.

I have enclosed my resume for your review. I look forward to further discussing the opportunity with the Department of Public Works Payroll. If you have any questions or would like to schedule an interview, please contact me at the phone numbers listed above.

Thank you.

Sincerely,

A handwritten signature in cursive script that reads "Antara Terry". The signature is written in black ink and is positioned above the printed name.

Antara O. Terry

Enclosure

ANTARA O. TERRY



OBJECTIVE | To secure position in Payroll as Human Resources Assistant to expand my knowledge and skills.

SKILLS & ABILITIES | Microsoft Office, data entry, customer service, communication, creativity, and organizational skills.

EXPERIENCE | **Personnel Payroll Assistant III** City of Milwaukee Department of Public Works January 2002 - Present

- Process payroll and time-entry for employee groups within DPW-Operations
- Maintain and update personnel records, using the PeopleSoft system.
- Calculate leave accruals and run time owed and allowed reports.
- Provide information to managers, other City departments and outside agencies, including leave accruals and employee history.
- Respond to payroll inquiries from employees and managers.

Communications Assistant IV City of Milwaukee Parking Enforcement Division February 2000 – January 2002

- Perform as lead worker, oversee Parking Information Desk operations, and give assignments to Communication Assistant III's in the absence of supervisor.
- Respond to Citizen complaint calls pertaining to illegally parked, abandoned, and towed vehicles.
- Receive radio requests from Police Officers/Parking Enforcement Officers for towing services from outside contractors.
- Record and track towed vehicle information, using the computer system.

EDUCATION | **Milwaukee Area Technical College Milwaukee, WI** May 1995
Diploma – Data Entry

- GPA: 3.5
- Typing: 55 WPM
- Related courses include Business Career Planning, Word and Excel