



Steven A. Miner
Assessment Commissioner

ASSESSOR'S OFFICE

October 25th, 2021

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

RE: Request for 180 day temporary appointment

To whom it may concern,

The Assessor's office put in a request use of the Auxiliary Resource Program for Regina Ward, with the title of Office Assistant III, salary range 6FN and 17.19 an hour. That request allows a 90 day appointment. We believe a 90 day appointment is too short of a time span for our need.

Our request allows the Assessor's Office to have Mrs. Ward process City of Milwaukee property sales. This is a vital component to the Assessor's Office as it makes sure we have the most current up to date information about the correct ownership. Having the incorrect owner would mean both the assessment notice and the tax bill would not go to the correct owner. Currently our admin team who process sales is at 50% capacity. With the vacancies, we are currently 3 months behind on processing sales. Mrs. Ward has extensive knowledge regarding decades of processing deeds and sales that happen within the City of Milwaukee. Her knowledge and expertise will certainly help us to try to catch up so we have correct ownership in our records.

We would like Mrs. Ward to start on November 15th, 2021.

With a newly hired OAIL, 3 OAILI vacancies, and 1 OAILII vacancy, we also anticipate utilizing Mrs. Ward's expertise to help train newly appointed staff. Having someone with so much experience help train our new staff is highly valuable. Because of the changes in staff and the need to process property sales we request to the Board of City Service Commission an extension of appointment to 6 months (180 days) versus the allotted 90 days.

Sincerely,

Steven A. Miner
Assessment Commissioner





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



R. 09.04.14

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. If there is a question as to whether the individual selected for temporary appointment meets the minimum requirements, please contact DER prior to making the temporary appointment.

DEPT/DIVISION Assessor		DATE 10/25/2021				
NOTICE OF TEMPORARY APPOINTMENT FOR						
AUTHORIZED POSITION TITLE Office Assistant III		PAY RANGE 6FN	F&P COMMITTEE APPROVAL DATE (Enter 'N/A' if F&P approval not required)			
WILL THIS POSITION BE UNDERFILLED <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		IF YES - UNDERFILL TITLE PAY RANGE 17.19 HRLY				
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 11/15/2021	ANTICIPATED EXPIRATION DATE 05/14/2021			
PLEASE DESCRIBE THE MINIMUM QUALIFICATIONS FOR THE TITLE AT WHICH THIS POSITION WILL BE FILLED AND ATTACH A COPY OF THE CURRENT JOB DESCRIPTION						
TRAINING AND EDUCATION: Knowledge of working with CAMA software unique to the Assessor's Office		WORK EXPERIENCE: Has over 33 yrs with the City of Milwaukee and the Assessor's Office	OTHER REQUIREMENTS (i.e. DEMONSTRATED COMPETENCIES, LICENSES, CERTIFICATIONS, ETC.):			
PLEASE PROVIDE INFORMATION ABOUT THE INDIVIDUAL WHO HAS BEEN SELECTED FOR THIS TEMPORARY APPOINTMENT AND ATTACH A COPY OF THE RESUME/APPLICATION						
LAST NAME Ward		FIRST NAME Regina	INITIAL R	RACE B	GENDER F	T.A. RATE OF PAY
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		IF YES, PROVIDE: CURRENT DEPARTMENT/DIVISION		POSITION TITLE	CURRENT RATE OF PAY	ID NUMBER
WHY AND HOW WAS THIS INDIVIDUAL SELECTED FOR THE TEMPORARY APPOINTMENT? <input type="checkbox"/> From an existing eligible list – provide position title <input checked="" type="checkbox"/> If not from an existing eligible list – please provide a detailed explanation Employee is retired from this position						
IF THE INDIVIDUAL WAS NOT SELECTED FROM AN ELIGIBLE LIST FOR THIS POSITION, PROVIDE INFORMATION TO SHOW HOW THE INDIVIDUAL SELECTED FOR THE TEMPORARY APPOINTMENT MEETS THE MINIMUM REQUIREMENTS FOR THE POSITION AS DESCRIBED ABOVE?						
TRAINING AND EDUCATION: Employee has done this job since 1997		WORK EXPERIENCE: Employee has vast knowledge in updating deeds and ownership		OTHER REQUIREMENTS (i.e. DEMONSTRATED COMPETENCIES, LICENSES, CERTIFICATIONS, ETC.):		
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.) <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 Emme Maldonado		SIGNATURE 		TITLE Admin Services Supervisor		DATE 10/22/2021
APPROVING OFFICER Steven Miner		SIGNATURE 		TITLE Assessment Commissioner		DATE 10/25/2021
THIS SECTION FOR DER REVIEW						
DER REVIEW COMPLETED BY: Charles Hughes		SIGNATURE 		TITLE Workforce Planning and Cert. Supvr.		DATE 11/02/2021

DER Approved Rates: \$1,335.26 BW (Wage Rate)
\$1,375.32 BW (Res. Inc. Rate)

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

R.
09.04.1

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
Ward, Regina		
POSITION TITLE	PAY RANGE	RATE OF PAY
Office Assistant III	6FN	17.19/Hr

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.

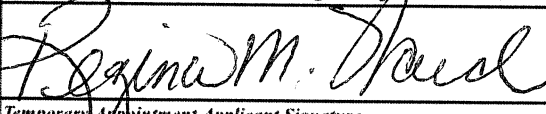
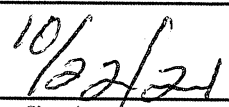
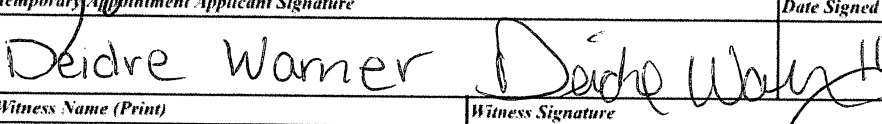
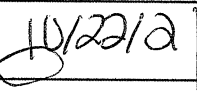
I understand that as a temporary appointee I am ineligible for paid holidays, sick leave, vacation or other benefits while serving on this temporary appointment, and that this temporary appointment shall not confer upon me any privilege of regular appointment. (Note: A current City of Milwaukee employee 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		Date Signed
		
Witness Name (Print)	Witness Signature	



JOB DESCRIPTION

Job Title:	Office Assistant III	Department:	Assessor
Division:	Admin	Section:	
Pay Range:	6FN	Job Code:	0479
Position Number:		EEO Code:	

BASIC FUNCTION

To assist the Assessor's Office in the performance of all major functions necessary to administer the City's Assessment Program in a manner that assures public confidence in our accuracy, productivity and fairness.

DESCRIPTION OF JOB

% of time	Essential Functions
40	• Process ownership changes by reviewing legal descriptions through property deeds and transfer returns
25	• Perform special projects and tasks as assigned including but not limited to corrections, personal property, and status changes
20	• Rotate front desk duties such as answering telephones and assisting walk-in customers when required
5	• Cross train with other admin staff to perform as a backup during vacancies
5	• Record address changes as required by taxpayers or as requested by assessor's

% of time	Peripheral Duties
5	• Filing and process/distribute mail

TITLE OF IMMEDIATE SUPERVISOR: Administrative Services Supervisor

SUPERVISION EXERCISED

# Supervised:	Job Title:	Directly / Indirectly:
0		

MINIMUM REQUIREMENTS

Education and Experience:

High school graduate or equivalent

Knowledge, Skills, Abilities, and Personal Characteristics:

Proficient in data entry skills utilizing computer keyboard

Strong customer service skills in person and on the telephone

Ability to operate a multi-line telephone, including holding and redirecting calls.

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.

PHYSICAL ACTIVITY OF THE POSITION *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. <i>*Check only if the amount and kind of climbing required exceeds that required for ordinary locomotion.</i>
<input type="checkbox"/>	Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. <i>*Check only if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.</i>
<input type="checkbox"/>	Stooping: Bending body downward and forward by bending spine at the waist. <i>*Check only if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.</i>
<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 checked="" type="checkbox"/>	Reaching: Extending hand(s) and arm(s) in any direction.
<input type="checkbox"/>	Standing: Particularly for sustained periods of time.
<input checked="" 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 checked="" 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 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).

PHYSICAL REQUIREMENTS OF THE POSITION *Check one.*

<input type="checkbox"/>	Sedentary Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
<input checked="" 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.

VISUAL ACUITY REQUIREMENTS *Check all that apply.*

<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>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</i>).
<input type="checkbox"/>	Machine Operators, Mechanics, and 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.

THE CONDITIONS THE WORKER WILL BE SUBJECT TO IN THIS POSITION *Check all that apply.*

Approximate Percentage of time performing field work: _____%

<input checked="" type="checkbox"/>	None: The worker is not substantially exposed to adverse environmental conditions (<i>i.e. office 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° for period of more than one hour.
<input type="checkbox"/>	The worker is subject to extreme heat: Temperatures above 100° for periods of more than an 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.

MACHINE, TOOLS, EQUIPMENT, ELECTRONIC DEVICES, SOFTWARE, ETC. USED *Check all that apply.*

<input type="checkbox"/> Camera and photographic equipment	<input checked="" type="checkbox"/> Office Equipment (desk, chair, telephone, etc.)
<input checked="" 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 (<i>please list</i>):	
<input checked="" type="checkbox"/> Office Machines (<i>check all that apply</i>): <input checked="" type="checkbox"/> Copier <input type="checkbox"/> Facsimile <input type="checkbox"/> Calculator <input type="checkbox"/> Cash register	
<input type="checkbox"/> Other (<i>please list</i>):	

Prepared By:	Emme Maldonado	Date:	5/18/21
Approved By:		Date:	

REGINA WARD

OBJECTIVE: Assume a challenging and rewarding position as a data entry customer service specialist for an organization in the Milwaukee area

SUMMARY OF QUALIFICATIONS

33 years of data entry experience working for the City of Milwaukee Assessors office as well as other organizations prior to that. Ability to perform administrative duties including answering telephones, setting appointments, answering various questions from taxpayers. Processing real estate documents through data entry on computer. Possess a pleasant telephone voice as well as ability to work independently and/or in a team. Excellent verbal and written communication skills. Knowledge of MS word, Outlook

EXPERIENCE

City of Milwaukee

Mar1983–Sep 2016

Office Assistant Three

Duties included front desk receptionist, making appointments for appraisers, answering taxpayer questions, answer various city department inquiries, processing real estate documents and updating the computer for the tax roll; extensive knowledge of real estate terms and documents. Updating address and troubleshooting between departments. Trained several employees in my department

Us Bank Milwaukee

Sept 1981- Jan 1986

Duties included processing personal checks, deposit slips, money orders into the computer system. Data entry of various reports, logs from the bank's departments

EDUCATION

Milwaukee Area Technical College 2004 course in Real Estate Fundamentals

University of Wisconsin Milwaukee 1980- 1983 major mass communications

Diploma received none

West Division High School 1970-1974 diploma