

**MILWAUKEE COUNTY
CIVIL SERVICE COMMISSION MEETING
December 17, 2014 2:00 PM
Courthouse Room 306**

AGENDA

ROLL CALL:

OLD BUSINESS:

NEW BUSINESS:

1. The Secretary to the Civil Service Commission requests the approval of the Civil Service Commission minutes from October 31, 2014.
Recommendation of the Department of Human Resources: Approve

2. The Secretary to the Civil Service Commission forwards the proposed rule changes and the minutes of the Milwaukee County Personnel Review Board of October 14, October 28, November 11, and November 25, 2014.
Recommendation of the Department of Human Resources: Receive & Place on File

3. From the Administrator, Behavioral Health Division, presenting on the attendance policies of the Behavioral Health Division.
Recommendation of the Department of Human Resources: Receive & Place on File

4. From the Milwaukee County Information Management Services Division, requesting to transfer the position of Director of Project Management Office from the classified to the unclassified service.
Recommendation of the Department of Human Resources: Approve

5. From the Milwaukee County Information Management Services Division, requesting to transfer the position of Manager of Security and Continuity from the classified to the unclassified service.
Recommendation of the Department of Human Resources: Approve

6. From the Milwaukee County Executive's Office, requesting to transfer the position of Director of the Emergency Preparedness from the classified to the unclassified service.
Recommendation of the Department of Human Resources: Approve

7. Discussion on the recreated Rule VIII of the Rules of the Civil Service Commission
8. Discussion of the 2015 Civil Service Commission tentative meeting dates.
 - a. Wednesday, February 11, 2015
 - b. Wednesday, April 8, 2015

- c. Wednesday, June 3, 2015
- d. Wednesday, August 12, 2015
- e. Wednesday, October 7, 2015
- f. Wednesday, December 16, 2015

9. Election of the Civil Service Commission officers for 2015.

(Per Section 19.85(1)(c) of the Wisconsin Statutes, the Civil Service Commission may convene into closed session to discuss items 10 – 12 and may reconvene into open session to take action on the items.)

- 10. Consideration of contract extension of independent legal counsel for the Civil Service Commission.
- 11. Consideration of contract extension of Hearing Examiner – Omar Mallick.
- 12. Consideration of contract extension of Hearing Examiner – Chuck Schumacher.

(Per Section 19.85(1)(g) of the Wisconsin Statutes, the Civil Service Commission may convene into closed session to discuss item 13 and may reconvene into open session to take action on the items.)

13. Consultation with Counsel regarding an update on the status of pending litigation.

(Per Section 19.85(1)(b) of the Wisconsin Statutes, the Civil Service Commission may convene into closed session to discuss item 14 and may reconvene into open session to take action on the items.)

- 14. From the Civil Service Hearing Examiners submitting recommendations relating to employee suspensions and/or discharges.
 - a. **Sylvia Colon**, CNA, BHD
Hearing Examiner – Omar Mallick
 - b. **Karen Haglund**, Registered Nurse, BHD
Hearing Examiner – Omar Mallick
 - c. **Arvaya Corbins**, CNA, BHD
Hearing Examiner – Omar Mallick
 - d. **Lajestic Haynes**, CNA, BHD
Hearing Examiner – Omar Mallick
 - e. **Mary Hamilton**, CNA, BHD
Hearing Examiner – Chuck Schumacher
 - f. **Adewunmi George**, Registered Nurse, BHD
Hearing Examiner – Chuck Schumacher

MILWAUKEE COUNTY
CIVIL SERVICE COMMISSION MEETING
Friday, October 31, 2014, 11:00 am
Courthouse Room 306

Minutes

ROLL CALL:

Present: Arthur Phillips, Mary Ellen Powers, Janet Cleary
Excused: Erbert Johnson, Maria Monteagudo

OLD BUSINESS: None

NEW BUSINESS:

1. The Secretary to the Civil Service Commission requests the approval of the Civil Service Commission minutes from October 1, 2014.

Recommendation of the Department of Human Resources: Approve.

Attorney Mark Sweet, legal counsel for District Council 48, AFSCME and Staff Representative Jeff Weber from Wisconsin Federation of Nurse and Health Professionals objected to the approval of item three. Janet Cleary recommended that item number three –From the Department of Human Resources, a request to recreate Rule VIII of the Rules of the Civil Service Commission – be added to the agenda for the next meeting for discussion.

ACTION: Janet Cleary made a motion to approve the minutes as provided; it was seconded by Arthur Phillips.

Ayes – 3: Mary Ellen Powers, Arthur Phillips, Janet Cleary.

Noes – 0

2. The Secretary to the Civil Service Commission forwards the minutes of the Milwaukee County Personnel Review Board of September 16 and September 30, 2014.

Recommendation of the Department of Human Resources: Receive & Place on File

ACTION: So ordered.

To Convene Into Closed Session

ACTION: Janet Cleary made a motion to convene into closed session Per Section 19.85(1)(g) of the Wisconsin Statutes; it was seconded by Arthur Phillips.

Ayes – 3: Arthur Phillips, Mary Ellen Powers, Janet Cleary.

Noes – 0

3. From the Civil Service Hearing Examiners submitting recommendations relating to employee suspensions and/or discharges.

- a. **George Joshua, CNA, BHD
Hearing Examiner – Omar Mallick
Written Charges for Discharge, dated July 30, 2014**

ACTION: Janet Cleary made a motion to sustain the charges for discharge; it was seconded by Arthur Phillips.

Ayes – 3: Arthur Phillips, Mary Ellen Powers, Janet Cleary.

Noes – 0

**b. Lorraine Luster, CNA, BHD
Hearing Examiner – Omar Mallick
Written Charges for Discharge, dated September 15, 2014**

ACTION: Arthur Phillips made a motion to reduce the charges for discharge to a 20-day suspension; it was seconded by Janet Cleary.

Ayes – 3: Arthur Phillips, Mary Ellen Powers, Janet Cleary.
Noes – 0

**c. Audra Hale, Registered Nurse III, BHD
Hearing Examiner – Omar Mallick
Written Charges for Discharge, dated March 20, 2014**

ACTION: Janet Cleary made a motion to reduce the charges for discharge to a 15-day suspension; it was seconded by Arthur Phillips.

Ayes – 3: Arthur Phillips, Mary Ellen Powers, Janet Cleary.
Noes – 0

To Reconvene Into Open Session

ACTION: Arthur Phillips made a motion to reconvene into open session; it was seconded by Janet Cleary.

Ayes – 3: Arthur Phillips, Mary Ellen Powers, Janet Cleary.
Noes – 0

Meeting Adjournment

ACTION: Janet Cleary made a motion to adjourn the meeting; it was seconded by Arthur Phillips.

Ayes – 3: Arthur Phillips, Mary Ellen Powers, Janet Cleary.

Noes – 0

Meeting adjourned at 12:55 pm.

Approved by:

Rick Ceschin
Secretary to the Civil Service Commission

RC:cjg

C: Personnel Review Board



Milwaukee County Personnel Review Board

DATE: December 10, 2014

TO: County Executive
Chairperson, Milwaukee County Board of Supervisors
Co-Chairs, Personnel, Finance, and Audit Committee
Department Heads and Human Resources Managers
Union Officials/Representatives

FROM: Members, Personnel Review Board

RE: Proposed Revisions to Rules of Procedures

Attached are proposed revisions to the Milwaukee County Personnel Review Board's *Rules of Procedure*. Rule 8 requires advance notice of intended rule changes. The intended changes are indicated in the attached redline copy. The Board intends to remove the struck through text and add the underlined text.

The PRB will invite and hear comments on the proposed changes at its meeting on Tuesday, January 6, 2015, at 9:00 a.m. in Room 203-R of the Milwaukee County Courthouse, 901 North 9th Street, Milwaukee, Wisconsin. Additionally, written comments received by the PRB office (Courthouse, Room 212-E) on or before January 2, 2015, will be considered at the January 6th meeting.

This memorandum is advance notice that the Board intends to modify its Rules of Procedure at its January 6, 2014 meeting.



Rebecca M. Janz
Executive Secretary

Attachment

DRAFT DECEMBER 9, 2014

MILWAUKEE COUNTY PERSONNEL REVIEW BOARD

RULES OF PROCEDURE

(Pursuant to Milwaukee County Code of General Ordinances S-Chapter 33.03(3)~~County General Ordinances~~)

Revised: Effective: ~~July 19, 2005~~ Draft of December 9, 2014

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DRAFT DECEMBER 9, 2014PREAMBLESTATUTORY REFERENCE

WHEREAS, pursuant to Chapter 33 of the ~~General Ordinances of Milwaukee County~~Milwaukee County Code of General Ordinances, the Milwaukee County Personnel Review Board (“PRB”) was established to administer the quasi-judicial duties formerly performed by the Milwaukee County Civil Service Commission as they relate to the discipline and discharge of County employees and the hearing of appeals of certain grievance in a fair and impartial manner; and,

WHEREAS, in accordance with the establishment of the Personnel Review Board, the duties and responsibilities set forth in Wisconsin Statutes Sections 63.10 and 63.12 and ~~Section Chapter~~ 17.207 of the Milwaukee County Code of General Ordinances relating to discipline and discharge of employees have been delegated to the Personnel Review Board; and,

WHEREAS, pursuant to ~~Section Chapter~~ 33.03(3) of the ~~General Ordinances of Milwaukee County~~Milwaukee County Code of General Ordinances, the Personnel Review Board has been given authority to adopt rules and regulations enabling it to properly conduct its hearings and to insure compliance with the due process rights of individuals as set forth in the Wisconsin Constitution and that of the United States of America; now, therefore,

BE IT RESOLVED that, pursuant to this grant of authority, the Personnel Review Board issues the following rules and regulations.

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RULE I

OFFICERS AND DUTIES

The Personnel Review Board (~~hereinafter referred to as ("PRB")~~) shall annually elect a president and vice-president. ~~The vice president shall serve in the absence of the president. November.~~ The president, or vice-president in the absence of the president, shall act as chairperson of all meetings of the PRB. ~~In the event of the absence of~~ both the president and vice-president, ~~are absent from a designated meeting, the PRB members present shall designate a Board PRB member shall to~~ act as chairperson and preside over ~~any~~ the meeting. The chairperson shall make rulings on the admission of evidence, legal objections, legal motions, and ~~such other~~ procedural questions ~~which that~~ may arise. ~~The chairperson's chairperson's~~ ruling on ~~such~~ procedural aspects of any meeting or hearing shall be final, except that any member of the PRB present at such meeting or hearing may request a vote by the PRB on the ~~chairperson's ruling~~ chairperson's ruling. ~~The chairperson's decision may be overridden by a majority vote of the PRB members present at the meeting.~~

RULE II

QUORUM

A majority of all confirmed PRB members shall constitute a quorum for the transaction of business of the PRB. All decisions of the PRB must be concurred in by at least a majority of those present at the hearing or meeting unless otherwise provided by these rules. Any member not present at a meeting during which any portion of a disciplinary hearing is heard may not participate in any ~~decision relating to such hearing~~ discussion surrounding or decision relating to such hearing, unless the missing member(s) listen to all recordings of the evidentiary hearing, review all exhibits admitted into evidence, and read all briefs submitted by the parties.

RULE III

MEETINGS AND NOTICES

Section 1 **Notice of ~~all~~ All Meetings**

The executive secretary of the PRB shall give notice of all meetings in conformity with the ~~State Wisconsin Statutes Statutes on governing~~ "Open Meetings of Governmental Bodies" (Wis. Stat. §§ ~~Section~~ 19.81—19.88, ~~Wisconsin Statutes~~). ~~Notice of all meetings shall be furnished to the Courthouse Building Superintendent for public posting within the Courthouse, the County Board of Supervisors, all certified bargaining units representing Milwaukee County employees, media reporters assigned space in the Courthouse press room, and any other person or organization who request requests such notice. The public meeting notice must list all locations where the meeting will be held, including the approximate time of when the PRB will be in each location. The PRB may cancel a scheduled or noticed meeting if no disciplinary hearings are scheduled for the meeting.~~

Section 2 **Accessibility of Meetings**

All public meetings must be held in places reasonably accessible to members of the public and shall be open to all citizens at all times the PRB meets in open session

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Section 3 ~~Other Business for Board~~ **PRB** Consideration

All agendas will include notice that the PRB will consider "~~Such other business as may come before the Board.~~" "Communications and/or comments from the public." The purpose of this entry ~~on all agendas~~ is to ~~insure~~ allow the ~~existence of an opportunity for public discussion of to raise~~ any matters related to the work of the PRB not known at the time the ~~notice~~ agenda is drafted by the executive secretary. ~~-Absent a showing of urgency, PRB action on "other business" any topics not specifically noticed shall be delayed until the next regularly scheduled in the agenda shall be considered by the PRB at an appropriate later meeting.~~

Section 34 Notices Relating to Proposed Closed Sessions

All notices relating to proposed closed sessions shall be reviewed by the executive secretary for the PRB prior to publication to determine compliance with ~~Section 1 of this rule, except for those sessions duly announced as closed for the purpose of discussing internal matters of operation of the PRB, deliberation, consideration of discipline, and for conferring with legal counsel of the PRB in relation to such deliberations and considerations of discipline at hearings duly scheduled and conducted by the PRB.~~ the Wisconsin Statutes Section 19.85(1).

Section 4 ~~5~~ **Disqualification of Board** **PRB** Members

If a ~~Personnel Review Board~~ **PRB** member ~~is unqualified to render~~ has a ~~decision for reasons of conflict of interest or bias related to a specific proceeding or matter,~~ the **Board** **PRB** Member shall not participate in the ~~Board's~~ **PRB's** consideration of ~~the that case before it.~~ If a party ~~deems~~ believes a **Board** **PRB** Member to ~~be unqualified for reasons of have a conflict of interest or bias,~~ the party may move for disqualification of that member. The remaining members of the PRB will vote as to whether the PRB member should be disqualified for that matter. A majority vote of the remaining members is required to disqualify a PRB member.

RULE IV

CONDUCT, PROCEDURES OF MEETINGS, AND MINUTES OF MEETINGS

Section 1 Public Comment Before ~~A~~ **a** Vote ~~is~~ **Is** Taken

Public comment may be allowed before any vote is taken on any agenda item discussed in open meetings. The chairperson may allocate an appropriate length of time for such comment.

Section 2 Voting

A. Voting Procedure

All votes by members of the PRB when ~~said~~ the PRB is in open meeting shall be by voice, excepting a vote on whether ~~or not~~ the PRB should go into closed session. ~~-A roll call vote is required when requested by any PRB member.-~~ All motions made and carried to go into closed session shall be recorded in the minutes in such a manner that the vote of each member is can be ascertained and recorded. All votes while in closed session shall be by voice vote, except if requested by a PRB member ~~-or if such vote constitutes the final vote on disciplinary charges or grievance appeals for which a hearing was held.~~

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B. ~~Board~~PRB Actions Involving a Tie Vote

In the event of a tie vote, the matter fails, and the case ~~must~~may be ~~dismissed~~scheduled for a rehearing before the whole PRB.

Section 3 ~~Minutes of all~~All Meetings

The minutes of all meetings shall be a summary of the events of such meeting and shall include those significant points brought to the ~~PRB's~~PRB's attention by the public. The original minutes shall be recorded ~~and transcribed~~ by the ~~PRB's~~PRB's executive secretary or ~~agent~~. ~~Such transcription designee~~. The digital recording of each hearing and other processes shall be the official minutes of the PRB and the topic of the completed meetings shall be ~~open~~available for public review at the office of the executive secretary of the PRB during normal working hours.

Copies of approved minutes of every meeting, except those portions covering hearings of charges against ~~employees~~employees, shall be submitted to the Director of the Department of Human Resources, the County Executive, Chairman of the County Board, Chairman of the Personnel Committee of the County Board, and any other persons requesting copies of said minutes. ~~Submission of the copies shall be within two weeks following the meeting during which the PRB approves said minutes.~~

RULE V

THE PROCESSING OF DISCIPLINARY CHARGES AND HEARINGS

Section ~~11~~ Who Can File Charges

- A. It shall be the duty of the superior officer^{*1} to file charges against any person in the classified service and subordinate to that superior officer if, in that ~~officer's~~officer's opinion, there is cause for demotion, suspension, or discharge.
- B. If a superior officer neglects or refuses to file charges, it shall be the duty of the Director of the Department of Human Resources to file charges if the Director of the Department of Human Resources believes that there is cause to file charges against any person in the classified service.
- C. Any citizen, excepting parties mentioned in A and B above or an individual acting in a representative capacity for any group or organization, may file charges against any person in the classified service pursuant to the Wisconsin Statutes Section 63.10(1) as long as:
1. The allegations contained in the charge are made under oath and formally notarized; ~~and~~,
 2. Such allegations are supported by the ~~Affidavit~~affidavit of one or more witnesses who are alleged to have first-hand knowledge of the facts underlying the allegations; ~~and~~

¹Superior Officer, as used in this rule, shall include a person possessing appointing authority with the County, the chief executive officer of a department, board, or institution, the County Election Commission, or the County Civil Service Commission.

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3. The allegations and facts, if charged and established, would amount to cause for discharge of the officer or employee in the judgment of the PRB.

Upon the filing of such charge, the executive secretary shall verify compliance of such charge with 1 and 2 above; and, when so verified, the executive secretary shall place said charge on the agenda for the ~~PRB's~~PRB's determination as to whether the charges are grave enough to warrant a hearing.

- D. The Milwaukee County Ethics Board may file charges alleging violation(s) of the Milwaukee County Ethics ~~Code~~, pursuant to the MCGO chapters: 9.11(2) or s. 9.11(3); M.C.G.O., after the Ethics Board finds probable cause to believe ~~that~~ such violation(s) have occurred.

Section 2 Contents of Charges

A. Format

Whenever a superior officer, Director of the Department of Human Resources, or citizen has decided to charge any person in the classified service as acting in such a manner as to show him/herself to be incompetent to perform his/her duties or to have merited demotion or discharge, that superior officer, Director of the Department of Human Resources, or citizen shall file a complaint which sets forth:

1. The name of the person complained against.
2. A description of the act or omission complained of.

~~*Superior Officer, as used in this rule, shall include a person possessing appointing authority with the County, the chief executive officer of a department, board, or institution, the County Election Commission, or the County Civil Service Commission.*~~

3. The date or dates such act or omission occurred.
4. The location where such act or omission occurred.
5. A specific recitation of that portion of the rule or regulation allegedly violated by the person complained of.

When the Milwaukee County Ethics Board files charges with the PRB under Rule V, Section 1.D., the Ethics Board shall file the verified written complaint received by the Ethics Board under MCGO chapters: 9.09(1) M.C.G.O. (including any amendments adopted under MCGO chapter s.9.09(3)(b)) or made by the Ethics Board under MCGO chapters: 9.09(3)(a) M.C.G.O., together with the written findings of fact, conclusions of law and recommendations issued by the Ethics Board under MCGO chapter 9.11(1) M.C.G.O.

B. Time Limits ~~For~~for Filing/Suspension Pending Hearing

~~The superior officer or Director of the Department of Human Resources may suspend the person in classified service when such complaint is All written, provided such complaint is filed with the PRB~~

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~~no later than three working days of such charges or notices of suspension. Absent such action or request, it is the policy of the PRB that no suspension shall be effectuated. If the complaint is not must be filed with the PRB within three business days² after the superior officer or Director of Human Resources takes disciplinary action ~~is taken by~~ within the jurisdiction of the PRB. All written charges or notices of suspension shall be filed at the PRB office during regular business hours.~~

~~For written charges of discharge, the superior officer or Director of the Department of Human Resources, the PRB may dismiss the charges and reinstate the employe with back pay. The superior officer or Director of Human Resources may suspend a person in the classified service pending review of the Department of Human Resources may request the PRB to suspend the person who is the subject of their complaint at the time such complaint is filed with the PRB. Such request shall be part of the written complaint on Form 2923 R-3 filed with the executive secretary of the PRB, and such charges, provided that the complaint indicates that such a suspension has been imposed. Such suspension will be continued, honored, and granted until the matter is heard/decided by the PRB. All complaints shall be~~

~~If written charges are not timely and properly filed with the executive secretary of PRB, the PRB at his/her offices during regular working hours may dismiss the charges and reinstate the employee with back pay.~~

C. Limits of Jurisdiction/Waiver of Hearing

Nothing in this section shall limit the power of a superior officer to suspend a person in the classified service for a reasonable period not to exceed ten days. If the person is suspended more than once within any six-month period for any length of time whatsoever, that person shall have the right to a hearing before the PRB for any suspensions subsequent to the first suspension within the six-month period, unless the employee so suspended, freely and in writing, gives notice to the PRB that he/she waives the right to such hearing.

Section 3 Scheduling of Hearings

A. Hearing Within 21 Days Unless Continued/Adjourned

Upon receipt by the executive secretary of the PRB of a complaint or request for rehearing under Rule V, Section 7, of these rules, the PRB shall set a time and place for a hearing. Said hearing shall be held within 21 days of the receipt of the complaint or request, unless the hearing is: laid over by stipulation of all parties or upon motion in writing by the charged party outlining the reasons and expected time to be ready to have the case heard by the PRB. Such stipulations or written requests must be received no later than three (3) business days before the date of the hearing.

~~1. Laid over by stipulation of all parties.~~

~~2. Laid over in the interest of fairness upon the PRB's own motion.~~

² A "business day," as used in these rules, is as a day that the PRB staff office is open for business. If any deadline falls on a non-business day, the deadline rolls to the next business day. When calculating time periods stated in days under these rules, exclude the day of the event that triggers the period.

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~~3. Laid over upon motion of the charged party.~~

B. - Continuations/Adjournments ~~must be made~~ Must Be for Good Cause

If a continuation/adjournment is not agreed to by all parties, the ~~Personnel Review Board~~ PRB may, upon presentation of a good cause, make a decision to continue/adjourn the matter.

C. Notice to Parties of Hearing and Adjournments

Notice of hearing date and any adjournments thereof shall be given to the person filing the charges and the employee. If a ~~legal representative or union representative~~ appears on behalf of the employee, notices shall be given to the representative who shall have the responsibility to convey notice to the employee. Failure of the ~~employee's~~ employee's representative to convey notice to the employee shall not constitute grounds for delay of any PRB action.

D. Notice to Witnesses

Each party is responsible for advising the ~~party's~~ party's own witnesses of any continuance or adjournment.

Section 4 Charges of Off-Duty Criminal Activity

Where charges filed by a superior officer, Director of the Department of Human Resources, or a citizen contain allegations that an employee was involved in off-duty criminal activity, it is preferred that such complaint include a statement showing the relationship between the ~~employee's~~ employee's job performance and the alleged off-duty criminal activity. It is required of the charging party that such relationship ~~be~~ is shown at the time of the hearing. -If, at the time of hearing, a sufficient relationship between the alleged off-duty criminal activity and the ~~employee's~~ employee's job is not shown, the PRB will not sustain discharge and shall dismiss all charges against said employee and reinstate the employee with back pay.

Section 5 Representation of Parties

The superior officer, Director of the Department of Human Resources, or citizen who files a complaint with the PRB may be represented at any PRB proceedings by counsel- ~~or other person authorized by the charging party.~~ The person against whom charges are filed may appear in person- ~~and/or be represented~~ by an attorney at law, by the employee's certified collective bargaining representative, or any other person as may be approved by the PRB for a specific case from time to time. ~~Approval of such~~ or other person ~~authorized by the charged party.~~ Failure of any party to appear at a hearing shall not preclude the PRB from proceeding with a hearing on any matter where notice was properly served upon all parties.

Section 6 Adjournments

Adjournment of any hearing ~~will~~ other than the initial hearing may be granted upon written request which is received by the executive secretary of the PRB at least ~~two~~ three business days before the scheduled hearing date. -Such written request must specify the reasons ~~therefor~~ for the adjournment and shall contain a date when the person making such request will be ready to proceed. The executive secretary will notify the PRB of the request. If the PRB approves such request, it shall set another date for the hearing. -If it does not agree to the adjournment, the hearing shall proceed as scheduled. -Any request for adjournment not made in compliance

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with this section will ~~generally not be considered by granted; however,~~ the PRB ~~on a case-by-case basis at the time~~ may grant an untimely request is made for good cause.

Section 7 Petition for Rehearing

The petition for a rehearing of any PRB action must be made in writing and filed with the executive secretary of the PRB within 30 days after the decision of the PRB has been made public. ~~-A rehearing by petition may be sought by any party to the action and shall only be granted when the petitioner demonstrates, by way of specific affidavit, to the PRB's PRB's satisfaction that the evidence petitioner expects to present at the rehearing could not, by the exercise of due diligence, have been discovered and submitted at the original hearing. -Further it must be shown that such evidence is of such magnitude that, if proven at the hearing, it could have changed the findings of those Board-PRB members who attended the hearing in question and participated in making the decision on same. -The petition for rehearing shall include such affidavits as are necessary to describe the evidence expected to be presented at said rehearing and why such evidence was not presented at the original hearing.~~

Section 8 Amendments to Charges

Amended charges must be submitted to the PRB in writing and the ~~opposing party should~~ employee may be given an opportunity to object to their submission. ~~-If the objection is sustained by the Board-PRB, the Party requesting to amend the charges may file them as new charges. -Charges may be amended to cure technical defects or to clarify or amplify allegations in the charges; or to set forth additional facts or allegations related to the subject matter of the original charges. -Amended charges, with the exception of technical defects, must be submitted at least 410 business days prior to the scheduled hearing.~~

RULE VI

CONDUCT OF HEARINGS

Section 1 Admissibility of Evidence

The PRB is not bound by the rules of evidence as contained within the Wisconsin Statutes. ~~-Irrelevant, immaterial, or unduly repetitious evidence will be excluded. -Hearsay evidence will be admissible and given whatever weight or credence the PRB members wish such evidence to have. However, the PRB will not rely on uncorroborated hearsay evidence alone to sustain a finding. Summaries of records shall not be admissible as evidence unless the records from which the summaries are compiled are made available for examination by opposing parties and the PRB members. -A hearing will not necessarily may be delayed for purposes of allowing opposing parties to view the records upon which the summaries are compiled. -If, subsequent to such review, discrepancies are found, opposing parties may petition for a rehearing pursuant to Rule V, Section 7 of these rules.~~

Section 2 Time Limits to Hearings

Although each hearing is unique and may require longer or shorter sessions, the PRB expects that it will allot four hours or less (two hours for each side) for discharges and two hours or less (one hour each) for suspensions. Should either side believe that the hearing will require more time than what the PRB generally allocates, the party should notify the PRB office of the potential for a longer hearing at least three (3) business days prior to the meeting. Otherwise, the PRB may impose the time limits for each case.

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Section 3 Examination of Witness

A witness shall be examined first by the party who calls the witness. ~~Witnesses may be allowed to generally testify either by answer to answering questions, or in the absence of counsel; however, an unrepresented party may testify in the narrative form— to provide evidence on his or her own behalf.~~ Cross-examination of a witness is not limited to those matters to which a witness testified to on direct examination. ~~Direct and cross-examination shall not be interspersed with argument or commentary by the questioner. -A party shall not make statements relating to the admission of evidence while examining a witness.~~

Section 34 Exhibits

~~Nine copies of all proposed exhibits shall be provided to the executive secretary to be marked appropriately and made available to the PRB, the opposing party, and the witness stand before being shown to any witness. It is recommended that copies of all exhibits should be given to PRB members and opposing parties before the witness to whom the exhibits relate is called to testify.~~ Exhibits entered into record are to remain in the custody of the ~~PRB's~~ PRB's executive secretary or designees unless withdrawn. ~~In the event such exhibits are withdrawn, copies of such exhibits shall be submitted to the executive secretary to be maintained in the file.~~

Section 45 Order of Testimony

In all cases, excepting a petition for rehearing or ~~appeal of a grievance, the superior officer, Director of the Department of Human Resources, or citizen who filed the complaint~~ charging party shall proceed first with their evidence. ~~The person charged in the complaint shall then have an opportunity to present evidence in defense of any charges. Further evidence, in the nature of rebuttal, shall be allowed by the PRB upon motion of the party requesting the opportunity to present such evidence. In the case of a rehearing or appeal of a grievance, the petitioning party who petitioned or appealed for same shall proceed first. The opposing party shall reply thereafter. Any then respond, and any further evidence in the nature of rebuttal shall may be granted allowed at the discretion of the PRB.~~

Section 56 Subpoena and Witness Fees

Each party is entitled to call witnesses ~~in~~ on his/her behalf. ~~If requested by a party, the PRB shall supply the party with necessary subpoenas to compel the testimony of any witness. In the case a refusal of any person to comply with the subpoena issued under this rule or to testify to any matter regarding which the person may lawfully be compelled to testify, the PRB may direct its legal counsel to begin proceedings in the Circuit Court of Milwaukee County to compel the person's person's attendance and/or testimony. Any~~

~~Pursuant to the Wisconsin Statutes Section 63.12(3), any person who is not in the civil service of Milwaukee County employee called as a witness and appears before the PRB shall not receive any witness fees unless such attendance requires the employee's appearance during non-working hours. Any person subpoenaed by the PRB by order of the PRB shall receive witness fees and mileage as provided for a witness in a civil action in Milwaukee County Circuit Courts, and such fees will be paid by the PRB. No witness subpoenaed by the PRB at the insistence of any party other than the PRB will be entitled to witness fees or mileage unless the PRB, at the time of the hearing, certifies on the record that the witness's witness's testimony was both relevant and material to the matter heard by the PRB. In such a case, those witnesses subpoenaed by a party will be entitled to receive In cases where the PRB does not pay witness fees and/or mileage provided for a witness in a civil action. Such fee shall be paid to the witness by the PRB. In the event the PRB withholds payment of the witness fees, the party who subpoenaed the witness is responsible for payment of witness such fees and mileage.~~

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Section ~~6~~7 Legal Briefs

The PRB, on its own motion, or upon the request ~~or of~~ any party, may allow parties to submit legal briefs or memoranda in support of their respective positions. -When such briefs or memoranda are requested, seven copies shall be submitted to the executive secretary of the PRB and one copy to each opposing party. -At the time legal briefs or memoranda are requested, the PRB may set a schedule for filing of same.

Section ~~7~~8 Burden of Proof

The party who brings charges or petitions for a rehearing shall have the burden of proving ~~their~~the allegations by ~~thea~~preponderance of evidence on all complaints or petitions, other than ~~those which contain~~allegations that the employee complained of engaged in criminal activity ~~either on or off the job.~~. In order to sustain a complaint or petition alleging criminal activity as the basis for the charges, the allegations of criminal activity must be proven by clear and convincing evidence.

Section ~~8~~9 Employee Reevaluation Period

In addition to those sanctions authorized by ~~Wis. Stats.~~Wisconsin Statutes Section 63.10(2), the PRB ~~hereby provides, at its option, may provide~~ for ~~the institution of~~an employee reevaluation period; ~~to be approved by the PRB upon stipulation of the parties, or at the PRB's option,~~imposed upon the ~~parties~~party(ies) following the ~~PRB's~~PRB's post-hearing findings that charges filed against the employee were well-founded and the facts and circumstances of the case dictate the ~~remedy's~~remedy's use.

The length of the ~~employee~~employee reevaluation period and the ~~employee~~employee conduct to be rectified during that period will be decided, identified, set forth, and disclosed to the parties by order of the PRB upon approval or imposition of the ~~employee~~employee reevaluation period. ~~It is the intent of the PRB that a~~ decision detailing the conduct for which an ~~employee~~employee may be separated without recourse to the PRB will be made in each case where the PRB approves or imposes a reevaluation period in accordance with this rule. The ~~employee~~employee reevaluation period shall provide the ~~employee~~employee an opportunity to rectify the conduct delineated by the PRB so as to conform to the standards required by county management for such conduct, and the ~~employee~~employee shall be on notice from the time of approval or imposition of the ~~employee~~employee reevaluation period that failure to rectify said conduct to the satisfaction of county management may result in the ~~employee's~~employee's being separated from county employment by the appointing authority at any time during the ~~employee~~employee reevaluation period. -Such separation during the ~~employee~~employee reevaluation period shall be without further review by the PRB. -In the event the appointing authority does separate the ~~employee~~employee prior to completion of the ~~employee~~employee reevaluation period, it shall submit to the PRB, on a form provided, a written statement giving the date and reasons for such separation.

~~It is the intent of the PRB that the employee~~The employee reevaluation period shall not affect the ~~employee's~~employee's status as it relates to working conditions, ~~employee~~employee benefits, or those protections afforded under ~~the Wis. Stats.~~Wisconsin Statutes Section 63.10, ~~which that~~ are unrelated to the conduct for which the PRB has approved or imposed the ~~employment~~employee reevaluation period.

The above Reevaluation Period differs from a Last Chance Agreement, which is negotiated between the parties who then request that the PRB accept the provisions presented either orally or in writing to the PRB.

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Section 910 Motions

A. Motions to Dismiss Based on ~~Personal Jurisdiction or~~ Lack of Subject Matter Jurisdiction

A party may move at any time to dismiss the ~~ease either on the ground~~ charges because the ~~Personnel Review Board~~ PRB does not have ~~jurisdiction of the person or over the~~ subject matter of ~~the charges brought.~~ jurisdiction. The ~~Board~~ PRB may also raise issues on its own motion relating to its jurisdiction to hear the ~~matter of some matter raised in petition for rehearing or other~~ complaint. charges. Each party shall be afforded an opportunity to make ~~written and/or~~ oral arguments regarding ~~the motions~~ such a motion. The PRB may request written arguments/further briefing on the issue at its discretion.

B. Other Motions

All other motions to the PRB, unless made during a hearing, shall be made in writing, ~~shall~~ state with particularity the grounds therefor, and ~~shall~~ set forth the relief or order sought. ~~An application to the Board for an order shall be by a motion made during a hearing.~~ The PRB shall set a time for the opposing party to respond.

Section ~~1011~~ 11 Withdrawal of Charges

A. When Charges May ~~be~~ Be Withdrawn

Subject to approval of the ~~Board~~ PRB, the charging authority or his/her representative may withdraw a case at any time prior to a matter proceeding to hearing.

B. Reinstatement of ~~Employee~~ Employee upon Withdrawal of Charges

If an ~~employee~~ employee was suspended without pay prior to the withdrawal, said ~~employee~~ employee shall be reinstated as of the date of suspension.

Section ~~1112~~ 12 Dismissal of Charges

Any dismissal order issued by the ~~Board~~ PRB shall be on the merits unless otherwise expressly stated. ~~The Board~~ PRB may request the filing of a copy of any settlement prior to dismissing a case.

Section ~~12~~ 12 — ~~13~~ 13 Hearing Examiner for Ethics Board Charges

In a case where the Milwaukee County Ethics Board files charges with the PRB under Rule V, Section 1.-D of these rules, the PRB may, by a majority vote of the members present, appoint a hearing examiner to hear the case. ~~The~~ hearing examiner shall be a retired or reserve judge or an attorney who, based on the ~~attorney~~ attorney's experience and reputation, the PRB deems appropriate to serve in that capacity. ~~The~~ hearing examiner shall conduct an evidentiary hearing on the charges ~~which~~ that shall conform, so far as practicable, to the provisions of these rules governing the conduct of hearings. ~~After~~ the hearing is concluded, the hearing examiner shall prepare written proposed findings of fact and conclusions of law. ~~The~~ PRB shall review and may adopt or modify the proposed findings of fact and conclusions of law. ~~To~~ the extent that the findings of fact and conclusions of law are adopted by the PRB, and subject to any modifications made by the PRB, they shall constitute the ~~PRB's~~ PRB's determination whether violations of the Ethics Code, MCGO chapter 9 ~~Ch. 9 M.C.G.O.~~, have occurred, and they shall be sent to the Ethics Board as provided in MCGO chapter s. 9.13, ~~M.C.G.O.~~

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RULE VII

ADMINISTRATIVE BUDGETARY FUNCTIONS

The PRB shall authorize by formal vote the ~~PRB's~~PRB's annual budget and any subsequent requests for additional funds to that budget or requests for carrying over of funds to the following year, to complete unfinished business. The executive secretary shall administer all lawful payments from the authorized budget as set forth by the PRB.

RULE VIII

AMENDMENTS TO RULES

These rules may be amended, modified, or repealed by a majority of the members present at a meeting of the PRB. Advance notice of an intended rule change will be made at least one ~~Board~~PRB meeting prior to any action taken by the PRB.

RULE IX

PROVISIONS FOR TRANSCRIPTS

The official record ~~hearings, of a PRB hearing is the audio recording of the meeting. The parties, courts, or others~~ may request copies of the ~~transcripts~~recordings to prepare a written transcript of a hearing; however, both the recording and the written transcript must be obtained by the requester at their own cost. The original of such transcript ordered shall be filed with the executive secretary of the PRB. The PRB will only bear the cost of any transcripts ordered for its own purposes.

RULE X

SERVICE UPON THE ~~BOARD~~PRB OF LEGAL PROCESS

Service of Legal Process shall be deemed effective when made upon the executive secretary or upon the President or Vice-President of the PRB in accordance with ~~Wis~~Wisconsin Statutes Section, Stats. S. 801.11(4)(a)7.

Effective as approved this ~~19th~~ day of ~~July, 2005~~, 2014.

MILWAUKEE COUNTY PERSONNEL REVIEW BOARD

CODE REVISIONS:

1. Month Day, Year Revised Rules

~~12.~~ July 19, 2005: Created Rule V, Section 1. D filing of Ethics charges; amended by adding Rule V, Section 2 A. what must be filed on Ethics charges; created Rule VI, Section 12 ~~--~~ Hearing Examiner for Ethics Charges.

~~23.~~ February 3, 2004: Created Rule III Meetings and Notices, Section 4 ~~--~~ Disqualification of ~~Board~~PRB members, relating to recusal.

~~34.~~ May 6, 1997: Created Rule VI, Section 9 ~~--~~ Motions

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| 45. February 28, 1988: Created Rule VI, Section 8. -- Employee Reevaluation Period

Milwaukee County Personnel Review Board
Meeting Minutes – October 14, 2014

I. Roll Call

Board President Daniel Dennehy called to order the regular meeting of the Personnel Review Board at 9:13 a.m. on Tuesday, October 14, 2014, in Gordon Park Pavilion, 1321 East Locust Street, Milwaukee, WI.

The following Board Members were present: Mr. Daniel T. Dennehy, Ms. Susan A. Lueger, Ms. Mary K. Bruno, and Ms. Melissa Soberalski.

II. Approval of Minutes of the September 16, 2014 Meeting

Ms. Bruno moved, Ms. Soberalski seconded, and the Board, by vote of 4-0, approved the minutes of the September 30, 2014 meeting.

III. Status Update from the PRB Administrator

The Board heard the report of Rebecca M. Janz, Administrator, regarding the resignation of Board Member Melissa Hudson Clark and the County Executive's proposed 2015 budget.

IV. Communications and/or comments from the public, if any

The Board commended Melissa Hudson Clark for her service on the Board. The Board thanked Ms. Clark for her commitment, insight, and careful deliberation of cases before the Board and noted that she will be missed.

The Board requested updates on the matters of Kim Lisowski and Michael Draper for the next meeting on October 28, 2014, at the at the Medical Examiner's Conference Room, 933 W. Highland Ave., Milwaukee, WI 53233. Both employees currently have cases at the Call of the Chair.

V. Correspondence

None.

VI. First Appearances

A. DISCHARGE

ANTHONY MOFFETT, Captain, SHERIFF

Case 2-4157 dated 9/24/2014

Paul Kuglitsch, Assistant Corporation Counsel, requested that Anthony Moffett, who was not present, be put to the Call of the Chair because Mr. Moffett is currently applying for retirement. Ms. Lueger moved, Ms. Soberalski seconded, and the Board, by unanimous vote (4-0), put Anthony Moffet's case to the Call of the Chair.

B. SUSPENSION**CORY CHAMPION, Airport Maintenance Worker Assistant, DOT**

Case 1-4156 dated 9/25/2014 for 1 day

The Board heard the report of Paul Kuglitsch, Assistant Corporation Counsel, that Cory Champion, who was not present, signed a waiver of hearing and accepted his suspension. Charmaine Gee, Administrative Assistant, confirmed that the Board had received Mr. Champion's signed waiver. Ms. Bruno moved, Ms. Soberalski seconded, and the Board, by unanimous vote (4-0), voted to accept Mr. Champion's waiver and closed this case.

VII. Updates**A. DISCHARGE****SHANNON CHACHERE-MINDINGALL, Clerical Assistant 1, COURTS**

Case 2-4081 dated 3/24/2014

The Board heard the report of Calvin Lee, AFSCME, Dist. 48, that he and Paul Kuglitsch, Assistant Corporation Counsel, obtained Shannon Charchere-Mindingall's signed settlement agreement. Charmaine Gee, Administrative Assistant, confirmed that the Board had received a signed copy of the agreement. Ms. Bruno moved, Ms. Soberalski seconded, and the Board, by unanimous vote (4-0), accepted the settlement agreement and closed this case.

VIII. Hearings**A. SUSPENSION****JUANITA HARRIS, Secretarial Assistant, FAMILY CARE**

Case 1-4155 dated 9/19/2014 for 5 days

At 12:59 p.m., Ms. Bruno moved, Ms. Soberalski seconded, and the Board voted 4-0 to go into closed session to deliberate the Juanita Harris matter. At 1:17 p.m., the Board reconvened in open session.

Ms. Bruno moved, Ms. Lueger seconded, and the Board, by unanimous vote (4-0), found that the evidence was sufficient to sustain violations of Civil Service Rule VII, Section 4(1), paragraphs (l) and (ff), and upheld the 5 day suspension of Juanita Harris. The Board also recommended additional training for senior management and other supervisory employees in Family Care and that employee complaints that lead to discipline of the complaining employee should follow a more transparent and documented procedure.

IX. Discussion of Milwaukee County Personnel Review Board Rules of Procedure and Potential Revisions

Ms. Soberalski moved, Ms. Lueger seconded, and the Board, by a vote of 4-0, adjourned this matter to its meeting on October 28, 2014.

X. Adjournment

Ms. Bruno moved, Ms. Lueger seconded, and the Board, by vote of 4-0, adjourned the meeting at 1:23 p.m.

Minutes submitted by: Rebecca M. Janz, PRB/Ethics Board Administrator

Milwaukee County Personnel Review Board
Meeting Minutes – October 28, 2014

I. Roll Call

Board President Daniel Dennehy called to order the regular meeting of the Personnel Review Board at 8:54 a.m. on Tuesday, October 28, 2014, in the Medical Examiner's Conference Room, 933 West Highland Avenue, Milwaukee, WI.

The following Board Members were present: Mr. Daniel T. Dennehy and Ms. Mary K. Bruno. Ms. Susan A. Lueger and Ms. Melissa Soberalski were excused.

Because there were not enough members present for a quorum, the board took no action on any of the agenda items.

II. Updates – Informational Only

A. DISCHARGES AND SUSPENSIONS

KIM LISOWSKI, Clerical Assistant 1, SHERIFF

DIS dated 06/26/14 for IA #14-117

DIS dated 06/26/14 for IA #14-148

SUS dated 03/26/14 for IA #11-043 for 10 days

SUS dated 04/24/14 for IA #13-331 for 2 days

SUS dated 04/24/14 for IA #13-360 for 5 days

SUS dated 04/24/14 for IA #14-083 for 10 days

The Board heard the report of Attorney Molly Zillig, Assistant Corporation Counsel that Ms. Lisowski's disability status is still pending. All the discipline matters of Ms. Lisowski will remain at the Call of the Chair with an update scheduled for December 9, 2014.

B. DISCHARGE

MICHAEL S. DRAPER, Correction Officer, HOC

Case 2-4081 dated 11/22/2013 for HOC IA # 13-072

The Board heard the report of Attorney Molly Zillig, Assistant Corporation Counsel that Michael S. Draper had resigned from his position as a Correction Officer with Milwaukee County effective October 17, 2014. The Board acknowledged Mr. Draper's resignation and closed his case.

III. Adjournment

Board President Daniel Dennehy adjourned the meeting at 8:58 a.m.

Minutes submitted by: Rebecca M. Janz, PRB/Ethics Board Administrator

Milwaukee County Personnel Review Board
Meeting Minutes – November 11, 2014

I. Roll Call

Board President Daniel Dennehy called to order the regular meeting of the Personnel Review Board at 9:06 a.m. on Tuesday, November 11, 2014, in Room 203-R of the Milwaukee County Courthouse.

The following Board Members were present: Mr. Daniel T. Dennehy, Ms. Mary K. Bruno, Ms. Susan A. Lueger, and Ms. Melissa Soberalski.

II. Approval of the Minutes of the October 14, 2014 Meeting and October 28, 2014 Meeting

Ms. Bruno moved, Ms. Soberalski seconded and the Board, by vote of 4-0, approved the minutes of the October 14, 2014 and October 28, 2014 meetings.

III. Status Update from the PRB Administrator

The Board heard the report of the PBR Administrator, Rebecca M .Janz, on outstanding findings of fact and the status of the 2015 County budget. Ms. Janz reported that there were three pending appeals at the Circuit Court. The Board heard the report of Attorney Craig Johnson, Sweet & Associates, that he did not believe his firm intended to appeal the Circuit Court's decision regarding the grievance of Carol Beck.

IV. Communications and/or comments from the public, if any

None.

V. Correspondence

None.

VI. First Appearances

A. DISCHARGE

**ROBERT COLLAZO, Zookeeper, ZOO
Case 2-4158 dated 10/29/14**

The Board heard the report of Attorney Craig Johnson, Sweet & Associates, that Robert Collazo, who was present, waived his right to a hearing within 21 days and was seeking a hearing certain date. Attorney Johnson and Attorney Molly Zillig, Assistant Corporation Counsel, concurred that they and their witnesses would be ready for hearing on January 6, 2015. Ms. Lueger moved, Ms. Soberalski seconded, and the Board, by unanimous vote (4-0), scheduled the matter for hearing certain on January 6, 2015.

B. SUSPENSIONS**BRITTNEY BAUHS, Correction Officer, SHERIFF****Case 1-4159 dated 10/30/2014 for IA # 14-223 for 15 days**

The Board heard the report of Charimaine Gee, Administrative Assistant, that Brittney Bauhs, who was not present, contacted the office to waive her right to a hearing within 21 days and request a hearing certain date. Attorney Molly Zillig, Assistant Corporation Counsel, stated the appointing authority would be available November 25, 2014. Ms. Soberalski moved, Ms. Lueger seconded, and the Board, by unanimous vote (4-0) scheduled the matter for hearing certain on November 25, 2014.

ANTHONY KRAUS, Deputy Sheriff, SHERIFF**Case 1-4160 dated 10/30/2014 for IA # 14-246 for 2 days**

The Board heard the report of Roy Felber, President, Deputy Sheriff's Association, that Anthony Kraus, who was not present, authorized the Sheriff's Association to represent him in this matter. Mr. Felber stated that Mr. Kraus waived his right to a hearing, accepted the two-day suspension, and would submit a signed waiver later in the day. Ms. Leuger moved, Ms. Soberalski seconded, and the Board, by unanimous vote (4-0), accepted the waiver of suspension Mr. Kraus and closed the case.

VICTORIA MIKULA, Deputy Sheriff, SHERIFF**Case 1-4161 dated 10/30/2014 for IA #14-132 for 10 days**

The Board heard the report of Graham P. Wiemer that Victoria Mikula, who was present, waived her right to a hearing within 21 days and was seeking a hearing certain date. Ms. Lueger moved, Ms. Soberalski seconded, and the Board, by unanimous vote (4-0), set the date for hearing certain as December 23, 2014. If either the employee or the appointing authority has witnesses who will not be available that date, the party should inform the Board ahead of that date of why the witness is not available. Any witness who claims to be unavailable on December 23, 2014, will be required to testify under oath at the rescheduled hearing why he or she was unavailable on December 23, 2014.

CHANELLE RUSS, Correction Officer, SHERIFF**Case 1-4162 dated 10/30/2014 for IA #14-155 for 15 days**

The Board heard the report of Calvin Lee, Calvin Lee, Staff Representative, District Council 48, AFSCME, that Chanelle Russ, who was not present, waived her rights to a hearing within 21 days, authorized District Council 48, AFSCME to represent her before the Board in all matters regarding the instant charges, and was seeking a hearing certain date. Ms. Bruno moved, Ms Soberalski seconded, and the Board, by unanimous vote (4-0) scheduled the matter for hearing certain on November 25, 2014.

RODNEY BROWN, Forensic Investigator, MEDICAL EXAMINER**Case 1-4163 dated 10/30/2014 for 3 days**

The Board heard the report of Molly Zillig, Assistant Corporation Counsel, that Rodney Brown, who was not present, told her that he was not represented and wanted to seek a hearing certain date of December 9, 2014. Charmaine Gee, Administrative Assistant, confirmed that Mr. Brown contracted the office and stated the same. Ms. Bruno moved, Ms. Soberalski seconded, and the Board, by unanimous vote (4-0), scheduled the matter for hearing certain on December 9, 2014.

VII. Hearings

None.

VIII. Discussion of the Milwaukee County Personnel Review Board Rules of Procedure and Potential Revisions

As a procedural matter, the Board noted that the rules referred to an “executive secretary,” while Rebecca Janz’s title is technically “PRB/Ethics Board Administrator.” Ms. Soberalski moved, Ms. Lueger seconded, and the Board, by unanimous vote (4-0), recognized Ms. Janz as the executive secretary of the PRB.

The Board reviewed revisions to the draft “Milwaukee County Personnel Review Board – What Happens at a PRB Hearing” brochure designed to explain the rules and procedures of the Board’s hearings to employees who may be unfamiliar with the process. After discussing the revisions, Ms. Bruno moved, Ms. Soberalski seconded, and the Board, by unanimous vote (4-0), approved the brochure for distribution and publication after the revisions were added.

The Board also discussed draft revisions to the Board’s rules of procedure. The Board wanted more time to consider the revisions and suggestions, and so by consensus determined to agenda the item again for the November 25, 2014 meeting. The Board also agreed to place elections of president and vice-president of the Board on the agenda for the November 25, 2014 meeting.

President Dennehy reported items and information he planned to discuss with the County Executive’s office on Wednesday.

IX. Adjournment

Ms. Lueger moved, Ms. Bruno seconded, and the Board, by unanimous vote (4-0), adjourned the meeting at 10:36 a.m.

Minutes submitted by: Rebecca M. Janz, PRB/Ethics Board Administrator

Milwaukee County Personnel Review Board
Meeting Minutes – November 25, 2014

I. Roll Call

Board President Daniel Dennehy called to order the regular meeting of the Personnel Review Board at 9:04 a.m. on Tuesday, November 25, 2014, in Room 203-R of the Milwaukee County Courthouse.

The following Board Members were present: Mr. Daniel T. Dennehy, Ms. Susan A. Lueger, and Ms. Melissa Soberalski. Ms. Mary K. Bruno was excused.

II. Approval of the Minutes of the November 11, 2014 Meeting

Ms. Soberalski moved, Ms. Lueger seconded, and the Board, by vote of 3-0, approved the minutes of the November 11, 2014 meeting.

III. Status Update from the PRB Administrator

Rebecca M. Janz, administrator, reported that the Circuit Court sustained the PRB's decision in *Scott Ducharme v. Milwaukee County Personnel Review Board*, Case No. 14-CV-3218, and that the County Executive's office is currently vetting individuals to potentially nominate for the vacant position on the Board.

IV. Communications and/or comments from the public, if any

None.

V. Correspondence

None.

VI. First Appearances

A. DISCHARGE

**DELORES MCGAUGHY, Secretarial Assistant, DISTRICT ATTORNEY
Case 2-4165 dated 11/13/2014**

The Board heard the report of Attorney Paul Kuglitsch, Assistant Corporation Counsel, that Delores McGaughy, who was not present, had resigned from County service effective November 18, 2014, and submitted her resignation letter to the Board. The Board recognized Ms. McGaughy's resignation and closed the case.

B. SUSPENSIONS

**CORY CHAMPION, Airport Maintenance Worker, AIRPORT
Case 1-4164 dated 11/7/2014 for 5 days**

The Board heard the report of Paul Kuglitsch, Assistant Corporation Counsel, that Cory Champion has waived his right to a hearing, accepted his suspension, and submitted a copy of his waiver to the Board. Ms. Soberalski moved, Ms. Lueger seconded, and the Board, by unanimous vote (3-0) accepted Mr. Champion's waiver and closed the case.

VII. Updates

A. SUSPENSIONS

VICTORIA MIKULA, Deputy Sheriff, SHERIFF

Case 1-4161 dated 10/30/2014 for IA #14-132 for 10 days

The Board heard the report of Paul Kuglitsch, Assistant Corporation Counsel that the appointing authority's witnesses will not be available to testify on the current hearing date of December 23, 2014. Mr. Kuglitsch requested that the Board move the hearing to January 20, 2015. Attorney Ryan MacGillis, MacGillis Wiemer, LLC, appeared on behalf of Victoria Mikula, who was not present, and had no objection to conducting the hearing on January 20, 2015. Ms. Lueger moved, Ms. Soberalski seconded, and the Board, by unanimous vote (3-0) scheduled the matter for hearing certain on January 20, 2015.

VIII. Hearings

A. SUSPENSIONS

BRITTNEY BAUHS, Correction Officer, SHERIFF

Case 1-4159 dated 10/30/2014 for IA #14-223 for 15 days

The Board heard the report of Paul Kuglitsch, Assistant Corporation Counsel, that Brittney Bauhs, who was not present, waived her right to a hearing, accepted her suspension, and submitted a copy of her waiver to the Board. Ms. Lueger moved, Ms. Soberalski seconded, and the Board, by unanimous vote accepted Ms. Bauh's waiver and closed the case.

CHANELLE RUSS, Correction Officer, SHERIFF

Case 1-4162 dated 10/30/2014 for IA #14-155 for 15 days

(For decision, see item XI.A. below.)

IX. Election of Officers

Ms. Soberalski moved, Ms. Lueger seconded, and the Board voted 3-0 to conduct the election of the PRB officers for the upcoming year. Ms. Soberalski nominated Mr. Dennehy as President and Ms. Lueger as Vice President. No other nominations were made. The Board, by unanimous vote (3-0), elected Mr. Dennehy as President and Ms. Lueger as Vice President of the Board for the upcoming year.

X. Discussion of the Milwaukee County Personnel Review Board Rules of Procedure and Potential Revisions

The Board discussed the draft revisions to the Board's rules of procedure. Attorney Paul Kuglitsch appeared for the appointing authority. The Board made additional edits to the current draft and will review the final draft at its December 9, 2014 meeting.

XI. Hearing Deliberations and Decision

A. SUSPENSIONS

CHANELLE RUSS, Correction Officer, SHERIFF

Case 1-4162 dated 10/30/2014 for IA #14-155 for 15 days

At 11:40 a.m., Ms. Lueger moved, Ms. Soberalski seconded, and the Board voted 3-0 to go into closed session to deliberate the Chanelle Russ matter. At 11:46 a.m., the Board reconvened in open session.

Ms. Lueger moved, Ms. Soberalski seconded, and the Board, by a vote of 3-0, found that the evidence was sufficient to sustain violations of Civil Service Rule VII, Section 4(1), paragraphs (l) and (o), and the Board upheld the 15 day suspension of Ms. Russ. The Board also recommended that the Milwaukee County Sheriff's Office's ensure all of its overtime practices and policies are in writing, including that volunteering for overtime means volunteering for the overtime shift, not a particular position.

XII. Adjournment

Ms. Leuger moved, Ms. Soberalski seconded, and the Board, by unanimous vote (3-0), adjourned the meeting at 11:50 a.m.

Minutes submitted by: Rebecca M. Janz, PRB/Ethics Board Administrator

COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION

Date : December 15, 2014

To : Milwaukee County Civil Service Commission

From : Laurie Panella, Interim Chief Information Officer, IMSD

Subject: **Request to Transfer a Position from the Classified Service to the Unclassified Service - Director of Project Management Office**

Request

The Department of Administrative Services – Information Management Services Division requests that the position of Director of Project Management Office be created as an unclassified service position.

Background/ Analysis

The Director of Project Management Office within the Department of Administrative Services - Information Management Services Division is a high level IT executive responsible for overall successful execution of the information technology portfolio of projects. The Director of the Project Management Office manages and measures the project processes to ensure continuous improvement of the processes to help improve project ideation, execution and support ultimately leading to improved return on investment of IT spend. This position has primary responsibility for leading, managing and developing a team of professionals within the Project Management Office organization (internal employees as well as contracted personnel) to deliver against a portfolio of projects and ensuring successful, on time, on budget delivery of the projects.

The Director of Project Management Office will work with County leadership, including the County Executive, and the County Board in the overall strategic vision for IT spend within Milwaukee County and will report on measures and success to mapping to that vision. It is the responsibility of this position to ensure policies and procedures are developed and executed to ensure the efficient operation of the Project Office and to ensure transparency into budget, schedule and overall delivery.

This vacant position reports to the Chief Information Officer who reports to the Director of the Department of Administrative Services, who in turn reports to the County Executive. For many years, this position was known as the IT Manager – Project Management Office and was in the classified service. Turnover has been high at the level of an IT Manager. There have been five (5) individuals holding the position over the past six (6) years. Current market trends have this position serving at a leadership level with the commensurate pay and responsibilities.

During the 2015 budget deliberations, the County Board reclassified the IT Manager – Project Management Office to the Director of Project Management Office. Because all positions are created in the classified service, this senior level management position needs

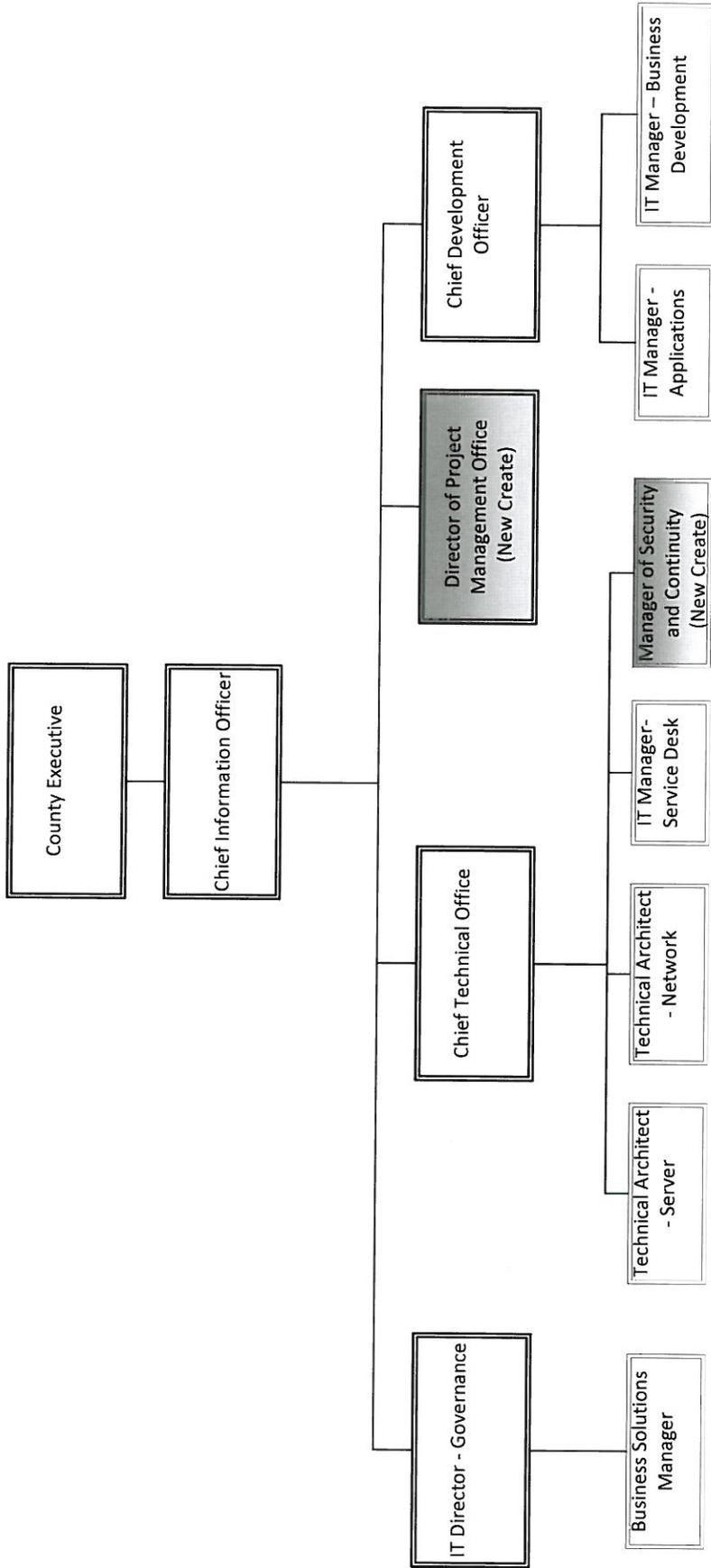
to be transferred to the unclassified service prior to making an appointment.

A review of the duties and responsibilities for the position identified above indicates that the position qualifies for inclusion in the unclassified service as specified in Wisconsin State Statutes 63.03 (3)(a). I have attached a copy of the position description for the position in addition to the organizational chart for your reference.

Thank you for your consideration of this request. I will be available to answer any questions you may have.

IMSD MANAGEMENT

12/12/2014





**MILWAUKEE COUNTY
JOB EVALUATION QUESTIONNAIRE**

This form is designed to assist you in describing your departmental job. You are asked to fill this form out to outline the essential duties and responsibilities; and identify the knowledge, skills and abilities required to successfully perform the job. This form is used to request new job classifications, review current classifications, reclassification, relocations, and general updates to the job description. **Note:** It is the job that is being evaluated, not the position/incumbent. Thank you for your cooperation.

GENERAL INSTRUCTIONS:

1. Before beginning, please look over the entire questionnaire. Each question should be answered completely and accurately. If a question does not apply to this job, please indicate "N/A" (Not Applicable).
2. To complete the questionnaire, please type and/or select your responses.
3. If you wish to make additional comments, please use the space available in the "Additional Comments" section on page 6 of this questionnaire.

A. JOB IDENTIFICATION INFORMATION:

| | | | |
|-------------------------------|--|------------------------------------|------|
| Department (High Org): | 1160 | Division (Low Org): | 1173 |
| Contact for this Study | Name: Chris Lindberg | Email: CHRIS.LINDBERG@MILWCNTY.COM | |
| | Title: Director of IMSD | Phone: 414-278-3977 | |
| Current Job Title: | Director of Project Management Office | | |
| Job Reports To: | Title: Director of IMSD | | |
| Request Type: | <input checked="" type="checkbox"/> Establish New <input type="checkbox"/> Review <input type="checkbox"/> Reclassification <input type="checkbox"/> Reallocation <input type="checkbox"/> Update Description <input type="checkbox"/> Other, Specify | | |

B. JUSTIFICATION STATEMENT:

| |
|---|
| 1. Attach an organizational chart. |
| 2. Explain the events or changes that made this request necessary. |
| IMSD is poorly organized, lacks appropriate Position Descriptions and, in many cases, has people in positions who lack the skill and abilities required to be effective in their jobs and contribute IMSD core mission. To be successful, IMSD will need to be fully re-organized. This JEQ is being submitted in response to HR's Wage and Compensation study as a first step in that process. |

C. ABOUT THE JOB:

| | | | | |
|--|--|--|--------------------------------------|------------------------------------|
| Job Status: | <input checked="" type="checkbox"/> Regular Full-Time | <input type="checkbox"/> Regular Part-Time | <input type="checkbox"/> Seasonal | <input type="checkbox"/> Contract |
| Shift: | <input checked="" type="checkbox"/> Day | <input type="checkbox"/> Evening | <input type="checkbox"/> Night | <input type="checkbox"/> Other: |
| Hours Per Week: | <input checked="" type="checkbox"/> >40 Hours | <input type="checkbox"/> 32-40 Hours | <input type="checkbox"/> 20-32 Hours | <input type="checkbox"/> <20 Hours |
| Travel: | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, % Travel | | | |
| Will This Job Supervise/Manage? | <input type="checkbox"/> Supervise <input checked="" type="checkbox"/> Manage <input type="checkbox"/> N/A | | # of Direct Reports: 2 | |

D. JOB SUMMARY:

| |
|---|
| Briefly state, in several sentences, the principle purpose or function of the job. Respond by describing What the job is, What its major objective is, and Why does it exist. |
| The Director of the Project Management Office sits on the IMSD senior leadership team with overall ownership of Milwaukee County IMSD infrastructure and is responsible for project portfolio management and execution. |

E. ESSENTIAL DUTIES/RESPONSIBILITIES:

JOB RESPONSIBILITY LIST: Please describe the major elements of the job. List only the major functions, separately, in order of importance. Provide a one or two line descriptive statement for each duty so that it can be understood by someone not familiar with this kind of work. Weight the approximate percentage of allocated work time for each functional work activity (Round to the nearest 5%). We do not need to know HOW the function is to be performed, but rather, WHAT it is to be performed. **Percentages should add up to 100%**

| | | | |
|-----|---|--|------------------|
| 1. | <input type="checkbox"/> Original <input checked="" type="checkbox"/> New | Job Duty: IMSD Project Governance | % of Time: 25 |
| | <i>Descriptive:</i> Define & govern overall methodology and standards related to project management, delivery, stage gates, funding approvals and business case; Own & manage SDLC stage gate reviews and communicate stage gate outcomes to project teams | | |
| 2. | <input type="checkbox"/> Original <input checked="" type="checkbox"/> New | Job Duty: IIMSD Project Management | % of Time: 25 |
| | <i>Descriptive:</i> Manage PMO processes & ensure continuous improvement of these processes to help improve execution; Train new internal & external Project Managers on the approved methodology & standards to manage projects. Responsible for sourcing external Project managers. | | |
| 3. | <input type="checkbox"/> Original <input checked="" type="checkbox"/> New | Job Duty: IMSD Portfolio Management | % of Time: 25 |
| | <i>Descriptive:</i> Owns & manages the processes required to manage a portfolio initiatives by working with senior IMSD manager to define roadmaps, strategies & solutions and to resolve escalated issues; | | |
| 4. | <input checked="" type="checkbox"/> Original <input checked="" type="checkbox"/> New | Job Duty: IMSD Portfolio Management-cont'd | % of Time: |
| | <i>Descriptive:</i> Oversee all programs/projects in the portfolio & responsible for ensuring successful, on-time and on-budget delivery of those; Provide an IMSD resource plan for the portfolio, defining all IMSD resource requirements to deliver against the defined roadmap | | |
| 5. | <input type="checkbox"/> Original <input checked="" type="checkbox"/> New | Job Duty: Development of Excellent PMO Function and Sourcing | % of Time: 10 |
| | <i>Descriptive:</i> Has primary responsibilities for leading, managing and developing a team of professionals within the Project Management office organization to deliver against the portfolio, provide mentorship & coaching and practice strong management routines | | |
| 6. | <input type="checkbox"/> Original <input checked="" type="checkbox"/> New | Job Duty: Development of Excellent PMO People | % of Time: 10 |
| | <i>Descriptive:</i> Effectively participates in and leads the IMSD performance management process to derive team/individual goals and performance. Develops teams & other individuals to develop a culture of collaboration; Provides mentorship, coaching & line management to individuals | | |
| 7. | <input type="checkbox"/> Original <input checked="" type="checkbox"/> New | Job Duty: Budget Management | % of Time: 5 |
| | <i>Descriptive:</i> Responsible for the budgets and monitoring spend for this function; Strongly supports Director of Business Solutions to ensure all reporting, contract management and other business requirements are met | | |
| 8. | <input type="checkbox"/> Original <input type="checkbox"/> New | Job Duty: | % of Time: |
| | <i>Descriptive:</i> | | |
| 9. | <input type="checkbox"/> Original <input type="checkbox"/> New | Job Duty: | % of Time: |
| | <i>Descriptive:</i> | | |
| 10. | <input type="checkbox"/> Original <input type="checkbox"/> New | Job Duty: | % of Time: |
| | <i>Descriptive:</i> | | |

F. EQUIPMENT, TOOLS & MATERIALS

| Please list all equipment, tools or materials required to perform the job along with the frequency. | Frequency | | | Type of Equipment |
|---|---|--------|---------|-------------------|
| | Daily | Weekly | Monthly | |
| 1. Machinery: (i.e. Vehicles, Motorized Equipment, Heavy Machinery, etc) | | | | |
| 2. Hand Tools/Instruments: (i.e. Power Tools, PC's, office or laboratory equipment, weapons, etc.) | X | | | PC; cell phone |
| 3. Driving required? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | | |

G. JOB COMPETENCIES

| Internal Contacts: Please select all that apply. | |
|---|--|
| <input checked="" type="checkbox"/> | Contact with employees or others primarily at a routine level involving basic information exchange. |
| <input checked="" type="checkbox"/> | Contact with peers and others involving explanation of information (these contacts may be within or outside department or division), and the gathering of factual information. May include the communication of sensitive or confidential information. |
| <input checked="" type="checkbox"/> | Contact across departments or divisions with employees involving persuasion of others, absent formal authority, to conform to a policy interpretation or recommended course of action. |
| <input checked="" type="checkbox"/> | Contact that requires a high degree of authority in securing understanding and cooperation of multiple departments or interests. |

| External Contacts: Please select all that apply. | |
|---|---|
| <input type="checkbox"/> | No contact with people outside the organization. |
| <input type="checkbox"/> | Limited external contact to: gather information, answer queries, or ask assistance. |
| <input checked="" type="checkbox"/> | Frequent external contact to: gather information, answer queries, or ask assistance. |
| <input checked="" type="checkbox"/> | External contact involving a requirement to maintain a continuing external working relationship with individuals, or organizations. |
| <input checked="" type="checkbox"/> | External contact involving the initiation and maintenance of relationships that can have a significant effect on the success of the organization. |

| Communication Skills: Select the level of language (ability to read, write and speak needed to successfully accomplish the essential duties of the job.) Please select all that apply. | |
|---|--|
| <input type="checkbox"/> | Read, write and comprehend simple instructions, short correspondence and memos. |
| <input type="checkbox"/> | Read and interpret safety rules, operating/maintenance instructions and procedure manuals. |
| <input checked="" type="checkbox"/> | Write routine reports, correspondence, and speak effectively before both internal and external groups. |
| <input checked="" type="checkbox"/> | Read, analyze, and interpret business manuals, technical procedures and/or government regulations. |
| <input checked="" type="checkbox"/> | Read, analyze, and interpret scientific and technical journals, financial reports and legal documents. |
| <input checked="" type="checkbox"/> | Prepare and/or present written communications that pertain to controversial and complex topics. |

| Decision-Making: Please select <u>only one</u> of the following: | |
|---|---|
| <input type="checkbox"/> | Requires minimal decision-making responsibility. |
| <input type="checkbox"/> | Regularly makes decisions involving how a project or operation will be conducted (i.e. sequence or method), and generally from an available set of alternatives or precedents. |
| <input type="checkbox"/> | Regularly makes decisions of responsibility, involving evaluation of information. Decisions may require development or application of alternatives or precedents. |
| <input type="checkbox"/> | Regularly makes significant decisions and final results, typically affecting the entire department. Available guides or precedents are limited. Has authority over the allocation of resources. |
| <input type="checkbox"/> | Significant responsibility for decisions and final results, affecting more than one department or a department with multiple units. Substantial analysis is required and many factors must be weighed before a decision can be reached. |
| <input type="checkbox"/> | Major responsibility for decisions and final recommendation, which may result in the formulation of strategic plans of action to achieve the broad objectives for the organization. |
| <input checked="" type="checkbox"/> | Primary work responsibility involves the long-range future including the scope, direction and goals of the organization. |

| | |
|--|---|
| Complexity, Judgment and Problem Solving: Please select all that apply. | |
| <input type="checkbox"/> | Work of a relatively routine nature. Requires the ability to understand and follow instructions. |
| <input type="checkbox"/> | Structured work, following a limited variety of standard practices. |
| <input type="checkbox"/> | Generally structured work, but involving a choice of action within limits of standard policy and procedures. |
| <input type="checkbox"/> | Generally diversified and moderately difficult work. Requires judgment in the adaptation and interpretation of established practices and procedures to meet problems and situations to which the application is not clearly defined. |
| <input checked="" type="checkbox"/> | Typically difficult or complex work. Generally governed by broad instructions and objectives usually involving frequently changing conditions and problems. |
| <input checked="" type="checkbox"/> | Work requires the ability to plan and perform work in light of new or constantly changing problems, work from broad instruction, and deal with complex factors not easily evaluated. Decisions require considerable judgment, initiative, and ingenuity in areas there is little precedent. |
| <input checked="" type="checkbox"/> | Work requires the ability to act independently in the formulation and administration of policies and programs for major departments or functions. |

| | |
|---|--|
| Supervisory/Managerial: If applicable, select the appropriate level of responsibility. | |
| <input type="checkbox"/> | Level 1 General instructing, scheduling, and reviewing the work of others performing the same or directly related work. Acts as "lead worker". Functional supervision only. |
| <input type="checkbox"/> | Level 2 Recommends personnel actions (hiring, termination, pay changes). Involves scheduling, supervision, and evaluation of work of employees who perform similar work assignments. |
| <input checked="" type="checkbox"/> | Level 3 Scheduling, supervision, and evaluation of work as a "manager" of the first line supervisors; or perform supervision of workers who perform distinct and separate blocks of work. |
| <input checked="" type="checkbox"/> | Level 4 Scheduling, supervision, and evaluation of work as a superior of "managers". Administers through subordinate managers, departmental multi-function programs or operations. |
| <input checked="" type="checkbox"/> | Level 5 Scheduling, supervision, and evaluation of work as a superior of those in level 4. |

| | |
|---|--|
| List the names of the Department(s)/Division(s) supervised/managed by this job: | |
| <ul style="list-style-type: none"> Note: Heirarchy is "to be" and does not represent current organization Manages Project Management Office within IMSD (division of DAS) | |

| | | |
|---|---|-----------------------|
| Are there subordinate supervisors/managers reporting to this job? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | If yes, how many? 4-6 |
|---|---|-----------------------|

| | | |
|--|---|---|
| Fiscal Responsibility: | | |
| Responsible for annual operating budget for department(s)/division(s)? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | If yes, please provide total amount? 16,000,000 |

- Go To Next Page -

H. WORKING CONDITIONS

What are the physical, mental and environment demands for this job? Functions identified must coincide with the descriptive statement of essential duties and responsibilities for this job. The functions should focus on what is to be done and the processes traditionally used to achieve end results. For each of the following functional requirements, indicate the frequency in which it occurs in this job.

| PHYSICAL DEMANDS | | N/A | Seldom (<25%) | Occasional (25% - 50%) | Frequent (50% - 75%) | Always (>75%) |
|--|------|-------------------------------------|-----------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Standing | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Walking/Running | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Sitting | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Reaching | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Climbing | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Driving | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Bending/Kneeling | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Hearing | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Talking | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Visual | | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Typing | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Fine Dexterity | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Manual Dexterity | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Upper Extremity Repetitive Motion | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Lifting/Carrying | lbs. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Pushing/Pulling | lbs. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| NON-PHYSICAL DEMANDS | | N/A | Seldom (<25%) | Occasional (25% - 50%) | Frequent (50% - 75%) | Always (>75%) |
| Analysis/Reasoning | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Communication/Interpretation | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Math/Mental Computation | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Reading | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Sustained Mental Activity (i.e. auditing, problem solving, grant writing, composing reports) | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Writing | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Other: | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ENVIRONMENTAL DEMANDS | | N/A | Seldom (<25%) | Occasional (25% - 50%) | Frequent (50% - 75%) | Always (>75%) |
| Work Alone | | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Frequent Task Changes | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Tedious/Exacting Work | | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| High Volume Public Contact | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Dust | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Temperature Extremes | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Loud Noises | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Physical Danger | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Toxic Substances (i.e. solvents, pesticides, etc.) | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Other: | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

WORK SCHEDULE: Please select all that apply.

| | |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | Routine shift hours. Infrequent overtime, weekend, or shift rotation. |
| <input type="checkbox"/> | Considerable irregularity of hours due to frequent overtime, weekend or shift rotation. |
| <input type="checkbox"/> | Regular and/or frequent on-call availability. |
| <input type="checkbox"/> | Nature of work frequently requires irregular, unpredictable or particularly long hours. (I.e. covering double shifts, etc.) |

| | |
|---|--|
| DEMANDS/DEADLINES: Please select all that apply. | |
| <input type="checkbox"/> | Little or no stress created by work, employees, or public. |
| <input type="checkbox"/> | Occasional stress due to deadlines or workload because of intermittent or cyclical work pressures, or occasional exposure to distressed individuals within the immediate work environment. |
| <input checked="" type="checkbox"/> | High volume and variable work demands and deadlines impose strain on routine basis or considerable stress intermittently; OR regular direct contacts with distressed individuals within the immediate work environment; and/or exposure to demands and pressures from persons other than immediate supervisor. |
| <input type="checkbox"/> | Work requires frequent, substantive contacts with people in highly stressful situations; delicacy and unpredictability of contacts routinely creates considerable strain or heavy stress regularly. |

I. EDUCATION, EXPERIENCE AND LICENSE

| | |
|--|--|
| EDUCATION | |
| Please indicate the MINIMUM educational level required: | |
| <input type="checkbox"/> HS Diploma/GED | |
| <input type="checkbox"/> Associate's Degree | Area of specialization/major: |
| <input checked="" type="checkbox"/> Bachelor's Degree | Area of specialization/major: Information Tech.; Engineering; Business |
| <input type="checkbox"/> Graduate Degree | Area of specialization/major: |
| <input type="checkbox"/> Post Graduate Degree (PhD) | Area of specialization/major: |
| <input type="checkbox"/> Professional Degree (Law, Medicine, etc.) | Area of specialization/major: |
| <input type="checkbox"/> Other: | Please indicate: |

| | |
|---|---|
| WORK EXPERIENCE | |
| Please indicate the MINIMUM number of years of practical experience required. | |
| <input type="checkbox"/> No experience | |
| <input type="checkbox"/> Less than one year | Area(s) of experience: |
| <input type="checkbox"/> One to three years | Area(s) of experience: |
| <input type="checkbox"/> Three to five years | Area(s) of experience: |
| <input checked="" type="checkbox"/> Five or more years | Area(s) of experience: IT Project Management; IT Portfolio Management |

| | |
|--|---|
| SUPERVISORY/MANAGEMENT EXPERIENCE | |
| Please indicate the MINIMUM number of years of supervisory/management experience required. | |
| <input type="checkbox"/> No experience | |
| <input type="checkbox"/> Less than one year | Area(s) of experience: |
| <input type="checkbox"/> One to three years | Area(s) of experience: |
| <input checked="" type="checkbox"/> Three to five years | Area(s) of experience: IT Project Management Office |
| <input type="checkbox"/> Five or more years | Area(s) of experience: |

| |
|--|
| LICENSE/CERTIFICATION: |
| What license(s), certification/certificate(s), registration(s), or other regulatory requirements/training: |
| |

J. ADDITIONAL COMMENTS

| |
|---|
| Please list additional items not covered in this questionnaire that you feel would be helpful in understanding the job. |
| • |

K. SIGNATURES:

SUPERVISOR'S/MANAGER'S CONFIRMATION:

I have completed and/or reviewed the contents of this job evaluation questionnaire and consent to its accuracy.

Supervisor/Manager Signature: *Chris Lindberg*

Date: 05/07/2013

Department/Division Head Signature: *Chris Lindberg*

Date: 05/07/2013

Email the completed form to: HRCompensation@milwcnty.com. Please ensure the subject line includes the request type and Department (High Org.) number. (I.e. 2013 STUDY 1140)

Received by Human Resources - Compensation Department
Analyzed by Human Resources - Compensation Department

Initials:
Initials:

Date:
Date:

COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION

Date : December 15, 2014

To : Milwaukee County Civil Service Commission

From : Laurie Panella, Interim Chief Information Officer, IMSD

Subject: **Request to Transfer upon Creation the Position of Manager of Security and Continuity to the Unclassified Service**

Request

The Department of Administrative Services – Information Management Services Division requests that the position of Manager of Security and Continuity be created as an unclassified service position.

Background/ Analysis

The Manager of Security and Continuity is a high level management position within the Information Management Services Division and is responsible for all aspects of IT security throughout Milwaukee County. This critical position will be responsible for the following:

- interpret, develop and apply security policies, standards and guidelines
- develop, implement and govern an enterprise-wide comprehensive security strategy for Milwaukee County's IT physical and virtual information assets
- conduct security control reviews for a full range of control types and techniques for IT with respect to threats to the confidentiality, integrity, availability and relevant compliance of information systems
- conduct business risk assessments and assess effectiveness of network and system resilience and recommend appropriate action to management for improved security practices and protocols.

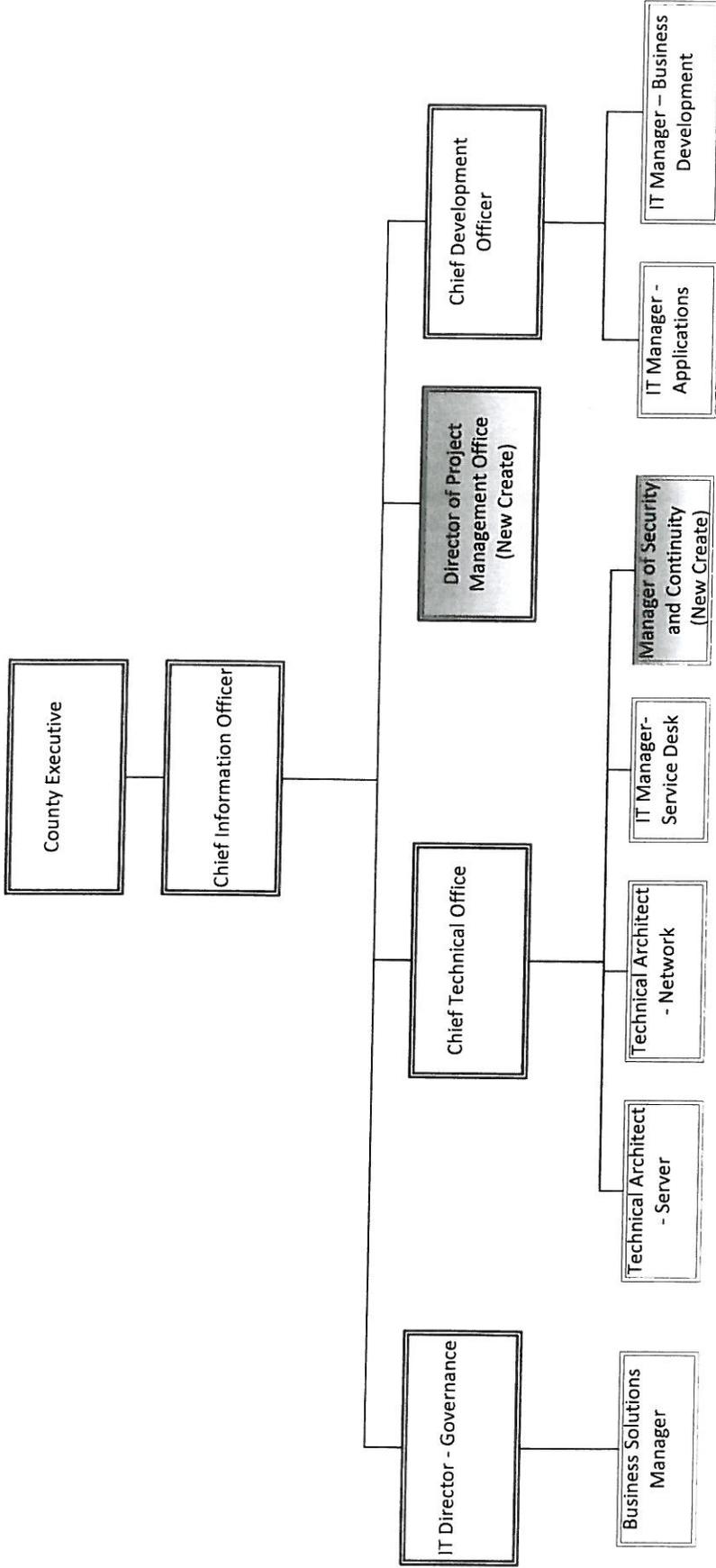
During 2015 budget deliberations, the County Board created the Manager of Security and Compliance within the Information Management Services Division. Because all positions are created in the classified service, this executive level position needs to be transferred to the unclassified service prior to making an appointment.

A review of the duties and responsibilities for the position identified above indicates that the position qualifies for inclusion in the unclassified service as specified in Wisconsin State Statutes 63.03 (3)(a). I have attached a copy of the position description for the position in addition to the organizational chart for your reference.

Thank you for your consideration of this request. I will be available to answer any questions you may have.

IMSD MANAGEMENT

12/12/2014





**MILWAUKEE COUNTY
JOB EVALUATION QUESTIONNAIRE**

This form is designed to assist you in describing your departmental job. You are asked to fill this form out to outline the essential duties and responsibilities; and identify the knowledge, skills and abilities required to successfully perform the job. This form is used to request new job classifications, review current classifications, reclassification, reallocations, and general updates to the job description. **Note:** It is the job that is being evaluated, not the position/incumbent. Thank you for your cooperation.

GENERAL INSTRUCTIONS:

1. Before beginning, please look over the entire questionnaire. Each question should be answered completely and accurately. If a question does not apply to this job, please indicate "N/A" (Not Applicable).
2. To complete the questionnaire, please type and/or select your responses.
3. If you wish to make additional comments, please use the space available in the "Additional Comments" section on page 6 of this questionnaire.

A. JOB IDENTIFICATION INFORMATION:

| | | | |
|-------------------------------|--|------------------------------------|--|
| Department (High Org): | 1160 | Division (Low Org): | |
| Contact for this Study | Name: Chris Lindberg | Email: CHRIS.LINDBERG@MILWCNTY.COM | |
| | Title: Director of IMSD | Phone: 414-278-3977 | |
| Current Job Title: | Manager of Security and Continuity | | |
| Job Reports To: | Title: Director of Technology Operations | | |
| Request Type: | <input type="checkbox"/> Establish New <input checked="" type="checkbox"/> Review <input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> Reallocation <input checked="" type="checkbox"/> Update Description <input type="checkbox"/> Other, Specify | | |

B. JUSTIFICATION STATEMENT:

| |
|---|
| 1. Attach an organizational chart. |
| 2. Explain the events or changes that made this request necessary. |
| IMSD is poorly organized, lacks appropriate Position Descriptions and, in many cases, has people in positions who lack the skill and abilities required to be effective in their jobs and contribute IMSD core mission. To be successful, IMSD will need to be fully re-organized. This JEQ is being submitted in response to HR's Wage and Compensation study as a first step in that process. |

C. ABOUT THE JOB:

| | | | | |
|--|---|--|--------------------------------------|------------------------------------|
| Job Status: | <input checked="" type="checkbox"/> Regular Full-Time | <input type="checkbox"/> Regular Part-Time | <input type="checkbox"/> Seasonal | <input type="checkbox"/> Contract |
| Shift: | <input checked="" type="checkbox"/> Day | <input type="checkbox"/> Evening | <input type="checkbox"/> Night | <input type="checkbox"/> Other: |
| Hours Per Week: | <input checked="" type="checkbox"/> >40 Hours | <input type="checkbox"/> 32-40 Hours | <input type="checkbox"/> 20-32 Hours | <input type="checkbox"/> <20 Hours |
| Travel: | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, % Travel | | | |
| Will This Job Supervise/Manage? | <input type="checkbox"/> Supervise <input checked="" type="checkbox"/> Manage | | <input type="checkbox"/> N/A | # of Direct Reports: 2 |

D. JOB SUMMARY:

| |
|---|
| Briefly state, in several sentences, the principle purpose or function of the job. Respond by describing What the job is, What its major objective is, and Why does it exist. |
| Responsible for the prevention and investigation of unauthorized access, compliance with data protection and performance of other administrative duties relating to security management as well as the monitoring of organization-wide processes and procedures for the management of risk in all IT activities and projects. |

E. ESSENTIAL DUTIES/RESPONSIBILITIES:

JOB RESPONSIBILITY LIST: Please describe the major elements of the job. List only the major functions, separately, in order of importance. Provide a one or two line descriptive statement for each duty so that it can be understood by someone not familiar with this kind of work. Weight the approximate percentage of allocated work time for each functional work activity (Round to the nearest 5%). We do not need to know HOW the function is to be performed, but rather, WHAT it is to be performed. **Percentages should add up to 100%**

| | | | |
|-----|--|--|------------------|
| 1. | <input type="checkbox"/> Original <input checked="" type="checkbox"/> New | Job Duty: Technology Policies, Strategy and Implementation | % of Time: 15 |
| | <i>Descriptive:</i> Interpret, develop & apply security policies, standards & guidelines; Develop, implement and govern enterprise-wide, comprehensive security strategy for Milwaukee County Government IT physical and information assets that complies with policies, standards & guidelines | | |
| 2. | <input type="checkbox"/> Original <input checked="" type="checkbox"/> New | Job Duty: Technology Governance | % of Time: 20 |
| | <i>Descriptive:</i> Conduct security control reviews for a full range of control types & techniques for IT with respect to threats to the confidentiality, integrity, availability, accountability & relevant compliance of information systems; Manage compliance to security policies | | |
| 3. | <input type="checkbox"/> Original <input checked="" type="checkbox"/> New | Job Duty: Risk Assessments | % of Time: 20 |
| | <i>Descriptive:</i> Conduct business risk assessments for technologies & recommend appropriate action to management; Assess the effectiveness network/system resilience; Monitor status of risks, and reports status and need for action to senior management | | |
| 4. | <input type="checkbox"/> Original <input checked="" type="checkbox"/> New | Job Duty: Security, Business Continuity and Disaster Recovery | % of Time: 20 |
| | <i>Descriptive:</i> Provision of an information security and compliance capability. Develop in partnership with business, a comprehensive business continuity plan | | |
| 5. | <input type="checkbox"/> Original <input checked="" type="checkbox"/> New | Job Duty: Business Continuity Analysis and Planning | % of Time: 10 |
| | <i>Descriptive:</i> Conduct risk assessments within a defined functional or technical areas of business. Use consistent processes for identifying potential risk events, quantifying & documenting probability of occurrence, impact on the business, and risk remediation plans | | |
| 6. | <input type="checkbox"/> Original <input checked="" type="checkbox"/> New | Job Duty: Development of Excellent Technology Operations Function and Sourcing | % of Time: 10 |
| | <i>Descriptive:</i> Direct development of tech implementation methods. Ensure learning & certification programs for methodologies are defined & executed. Direct the development & execution of governance processes. Drive the strategy, execution & interaction with 3rd party service providers | | |
| 7. | <input type="checkbox"/> Original <input checked="" type="checkbox"/> New | Job Duty: Development of Excellent Technology Operations People | % of Time: 5 |
| | <i>Descriptive:</i> Primary responsibility for leading, managing and developing a team of professionals within the Technology Operations to deliver against portfolio of projects; coach, manage and mentor line management; Practice strong management routines; Leads performance management process | | |
| 8. | <input type="checkbox"/> Original <input checked="" type="checkbox"/> New | Job Duty: Budget Management | % of Time: |
| | <i>Descriptive:</i> Responsible for the budgets and monitoring spend for this function; Strongly supports Director of Business Solutions to ensure all reporting, contract management and other business requirements are met | | |
| 9. | <input type="checkbox"/> Original <input type="checkbox"/> New | Job Duty: | % of Time: |
| | <i>Descriptive:</i> | | |
| 10. | <input type="checkbox"/> Original <input type="checkbox"/> New | Job Duty: | % of Time: |
| | <i>Descriptive:</i> | | |

F. EQUIPMENT, TOOLS & MATERIALS

| Please list all equipment, tools or materials required to perform the job along with the frequency. | Frequency | | | Type of Equipment |
|---|---|--------|---------|-------------------|
| | Daily | Weekly | Monthly | |
| 1. Machinery: (i.e. Vehicles, Motorized Equipment, Heavy Machinery, etc) | | | | |
| 2. Hand Tools/Instruments: (i.e. Power Tools, PC's, office or laboratory equipment, weapons, etc.) | X | | | PC;cell phone |
| 3. Driving required? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | | |

G. JOB COMPETENCIES

| Internal Contacts: Please select all that apply. | |
|---|--|
| <input checked="" type="checkbox"/> | Contact with employees or others primarily at a routine level involving basic information exchange. |
| <input checked="" type="checkbox"/> | Contact with peers and others involving explanation of information (these contacts may be within or outside department or division), and the gathering of factual information. May include the communication of sensitive or confidential information. |
| <input checked="" type="checkbox"/> | Contact across departments or divisions with employees involving persuasion of others, absent formal authority, to conform to a policy interpretation or recommended course of action. |
| <input checked="" type="checkbox"/> | Contact that requires a high degree of authority in securing understanding and cooperation of multiple departments or interests. |

| External Contacts: Please select all that apply. | |
|---|---|
| <input type="checkbox"/> | No contact with people outside the organization. |
| <input type="checkbox"/> | Limited external contact to: gather information, answer queries, or ask assistance. |
| <input checked="" type="checkbox"/> | Frequent external contact to: gather information, answer queries, or ask assistance. |
| <input checked="" type="checkbox"/> | External contact involving a requirement to maintain a continuing external working relationship with individuals, or organizations. |
| <input checked="" type="checkbox"/> | External contact involving the initiation and maintenance of relationships that can have a significant effect on the success of the organization. |

| Communication Skills: Select the level of language (ability to read, write and speak needed to successfully accomplish the essential duties of the job.) Please select all that apply. | |
|---|--|
| <input type="checkbox"/> | Read, write and comprehend simple instructions, short correspondence and memos. |
| <input type="checkbox"/> | Read and interpret safety rules, operating/maintenance instructions and procedure manuals. |
| <input checked="" type="checkbox"/> | Write routine reports, correspondence, and speak effectively before both internal and external groups. |
| <input checked="" type="checkbox"/> | Read, analyze, and interpret business manuals, technical procedures and/or government regulations. |
| <input checked="" type="checkbox"/> | Read, analyze, and interpret scientific and technical journals, financial reports and legal documents. |
| <input checked="" type="checkbox"/> | Prepare and/or present written communications that pertain to controversial and complex topics. |

| Decision-Making: Please select <u>only one</u> of the following: | |
|---|---|
| <input type="checkbox"/> | Requires minimal decision-making responsibility. |
| <input type="checkbox"/> | Regularly makes decisions involving how a project or operation will be conducted (i.e. sequence or method), and generally from an available set of alternatives or precedents. |
| <input type="checkbox"/> | Regularly makes decisions of responsibility, involving evaluation of information. Decisions may require development or application of alternatives or precedents. |
| <input type="checkbox"/> | Regularly makes significant decisions and final results, typically affecting the entire department. Available guides or precedents are limited. Has authority over the allocation of resources. |
| <input checked="" type="checkbox"/> | Significant responsibility for decisions and final results, affecting more than one department or a department with multiple units. Substantial analysis is required and many factors must be weighed before a decision can be reached. |
| <input type="checkbox"/> | Major responsibility for decisions and final recommendation, which may result in the formulation of strategic plans of action to achieve the broad objectives for the organization. |
| <input type="checkbox"/> | Primary work responsibility involves the long-range future including the scope, direction and goals of the organization. |

| | |
|--|---|
| Complexity, Judgment and Problem Solving: Please select all that apply. | |
| <input type="checkbox"/> | Work of a relatively routine nature. Requires the ability to understand and follow instructions. |
| <input type="checkbox"/> | Structured work, following a limited variety of standard practices. |
| <input type="checkbox"/> | Generally structured work, but involving a choice of action within limits of standard policy and procedures. |
| <input type="checkbox"/> | Generally diversified and moderately difficult work. Requires judgment in the adaptation and interpretation of established practices and procedures to meet problems and situations to which the application is not clearly defined. |
| <input checked="" type="checkbox"/> | Typically difficult or complex work. Generally governed by broad instructions and objectives usually involving frequently changing conditions and problems. |
| <input checked="" type="checkbox"/> | Work requires the ability to plan and perform work in light of new or constantly changing problems, work from broad instruction, and deal with complex factors not easily evaluated. Decisions require considerable judgment, initiative, and ingenuity in areas there is little precedent. |
| <input checked="" type="checkbox"/> | Work requires the ability to act independently in the formulation and administration of policies and programs for major departments or functions. |

Supervisory/Managerial: If applicable, select the appropriate level of responsibility.

| | |
|-------------------------------------|--|
| <input type="checkbox"/> | Level 1 General instructing, scheduling, and reviewing the work of others performing the same or directly related work. Acts as "lead worker". Functional supervision only. |
| <input type="checkbox"/> | Level 2 Recommends personnel actions (hiring, termination, pay changes). Involves scheduling, supervision, and evaluation of work of employees who perform similar work assignments. |
| <input checked="" type="checkbox"/> | Level 3 Scheduling, supervision, and evaluation of work as a "manager" of the first line supervisors; or perform supervision of workers who perform distinct and separate blocks of work. |
| <input type="checkbox"/> | Level 4 Scheduling, supervision, and evaluation of work as a superior of "managers". Administers through subordinate managers, departmental multi-function programs or operations. |
| <input type="checkbox"/> | Level 5 Scheduling, supervision, and evaluation of work as a superior of those in level 4. |

List the names of the Department(s)/Division(s) supervised/managed by this job:

•

Are there subordinate supervisors/managers reporting to this job? Yes No If yes, how many? 4-6

Fiscal Responsibility:

Responsible for annual operating budget for department(s)/division(s)? Yes No If yes, please provide total amount? 16,000,000

- Go To Next Page -

H. WORKING CONDITIONS

What are the physical, mental and environment demands for this job? Functions identified must coincide with the descriptive statement of essential duties and responsibilities for this job. The functions should focus on what is to be done and the processes traditionally used to achieve end results. For each of the following functional requirements, indicate the frequency in which it occurs in this job.

| PHYSICAL DEMANDS | | N/A | Seldom (<25%) | Occasional (25% - 50%) | Frequent (50% - 75%) | Always (>75%) |
|--|------|-------------------------------------|-----------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Standing | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Walking/Running | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Sitting | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Reaching | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Climbing | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Driving | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Bending/Kneeling | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Hearing | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Talking | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Visual | | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Typing | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Fine Dexterity | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Manual Dexterity | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Upper Extremity Repetitive Motion | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Lifting/Carrying | lbs. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Pushing/Pulling | lbs. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| NON-PHYSICAL DEMANDS | | N/A | Seldom (<25%) | Occasional (25% - 50%) | Frequent (50% - 75%) | Always (>75%) |
| Analysis/Reasoning | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Communication/Interpretation | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Math/Mental Computation | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Reading | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Sustained Mental Activity (i.e. auditing, problem solving, grant writing, composing reports) | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Writing | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Other: | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ENVIRONMENTAL DEMANDS | | N/A | Seldom (<25%) | Occasional (25% - 50%) | Frequent (50% - 75%) | Always (>75%) |
| Work Alone | | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Frequent Task Changes | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Tedious/Exacting Work | | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| High Volume Public Contact | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Dust | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Temperature Extremes | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Loud Noises | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Physical Danger | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Toxic Substances (i.e. solvents, pesticides, etc.) | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Other: | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

WORK SCHEDULE: Please select all that apply.

- Routine shift hours. Infrequent overtime, weekend, or shift rotation.
- Considerable irregularity of hours due to frequent overtime, weekend or shift rotation.
- Regular and/or frequent on-call availability.
- Nature of work frequently requires irregular, unpredictable or particularly long hours. (I.e. covering double shifts, etc.)

| | |
|---|--|
| DEMANDS/DEADLINES: Please select all that apply. | |
| <input type="checkbox"/> | Little or no stress created by work, employees, or public. |
| <input type="checkbox"/> | Occasional stress due to deadlines or workload because of intermittent or cyclical work pressures, or occasional exposure to distressed individuals within the immediate work environment. |
| <input checked="" type="checkbox"/> | High volume and variable work demands and deadlines impose strain on routine basis or considerable stress intermittently; OR regular direct contacts with distressed individuals within the immediate work environment; and/or exposure to demands and pressures from persons other than immediate supervisor. |
| <input type="checkbox"/> | Work requires frequent, substantive contacts with people in highly stressful situations; delicacy and unpredictability of contacts routinely creates considerable strain or heavy stress regularly. |

I. EDUCATION, EXPERIENCE AND LICENSE

| | | |
|---|---|--|
| EDUCATION | | |
| Please indicate the MINIMUM educational level required: | | |
| <input type="checkbox"/> | HS Diploma/GED | |
| <input type="checkbox"/> | Associate's Degree | Area of specialization/major: |
| <input checked="" type="checkbox"/> | Bachelor's Degree | Area of specialization/major: Information Tech.; Engineering; Business |
| <input type="checkbox"/> | Graduate Degree | Area of specialization/major: |
| <input type="checkbox"/> | Post Graduate Degree (PhD) | Area of specialization/major: |
| <input type="checkbox"/> | Professional Degree (Law, Medicine, etc.) | Area of specialization/major: |
| <input type="checkbox"/> | Other: | Please indicate: |

| | | |
|---|---------------------|---|
| WORK EXPERIENCE | | |
| Please indicate the MINIMUM number of years of practical experience required. | | |
| <input type="checkbox"/> | No experience | |
| <input type="checkbox"/> | Less than one year | Area(s) of experience: |
| <input type="checkbox"/> | One to three years | Area(s) of experience: |
| <input type="checkbox"/> | Three to five years | Area(s) of experience: |
| <input checked="" type="checkbox"/> | Five or more years | Area(s) of experience: Infrastructure operations;Architecture |

| | | |
|--|---------------------|---|
| SUPERVISORY/MANAGEMENT EXPERIENCE | | |
| Please indicate the MINIMUM number of years of supervisory/management experience required. | | |
| <input type="checkbox"/> | No experience | |
| <input type="checkbox"/> | Less than one year | Area(s) of experience: |
| <input type="checkbox"/> | One to three years | Area(s) of experience: |
| <input checked="" type="checkbox"/> | Three to five years | Area(s) of experience: Infrastructure operations;Architecture |
| <input type="checkbox"/> | Five or more years | Area(s) of experience: |

| |
|--|
| LICENSE/CERTIFICATION: |
| What license(s), certification/certificate(s), registration(s), or other regulatory requirements/training: |
| |

J. ADDITIONAL COMMENTS

| |
|---|
| Please list additional items not covered in this questionnaire that you feel would be helpful in understanding the job. |
| • |

K. SIGNATURES:

SUPERVISOR'S/MANAGER'S CONFIRMATION:

I have completed and/or reviewed the contents of this job evaluation questionnaire and consent to its accuracy.

Supervisor/Manager Signature: *Chris Lindberg*

Date: 05/07/2013

Department/Division Head Signature: *Chris Lindberg*

Date: 05/07/2013

Email the completed form to: HRCompensation@milwcnty.com. Please ensure the subject line includes the request type and Department (High Org.) number. (I.e. 2013 STUDY 1140)

Received by Human Resources - Compensation Department
Analyzed by Human Resources - Compensation Department

Initials:
Initials:

Date:
Date:



Milwaukee County

Department of Human Resources

INTER-OFFICE COMMUNICATION

Date: February 12, 2013
To: Milwaukee County Civil Service Commission
From: Rick Ceschin, Deputy Human Resources Director
Subject: **Request to Transfer a Position from the Classified Service to the
Unclassified Service**
Director of Emergency Management

Request

The Department of Human Resources requests that the position of Director of Emergency Management be transferred from the classified service to the unclassified service.

Background/ Analysis

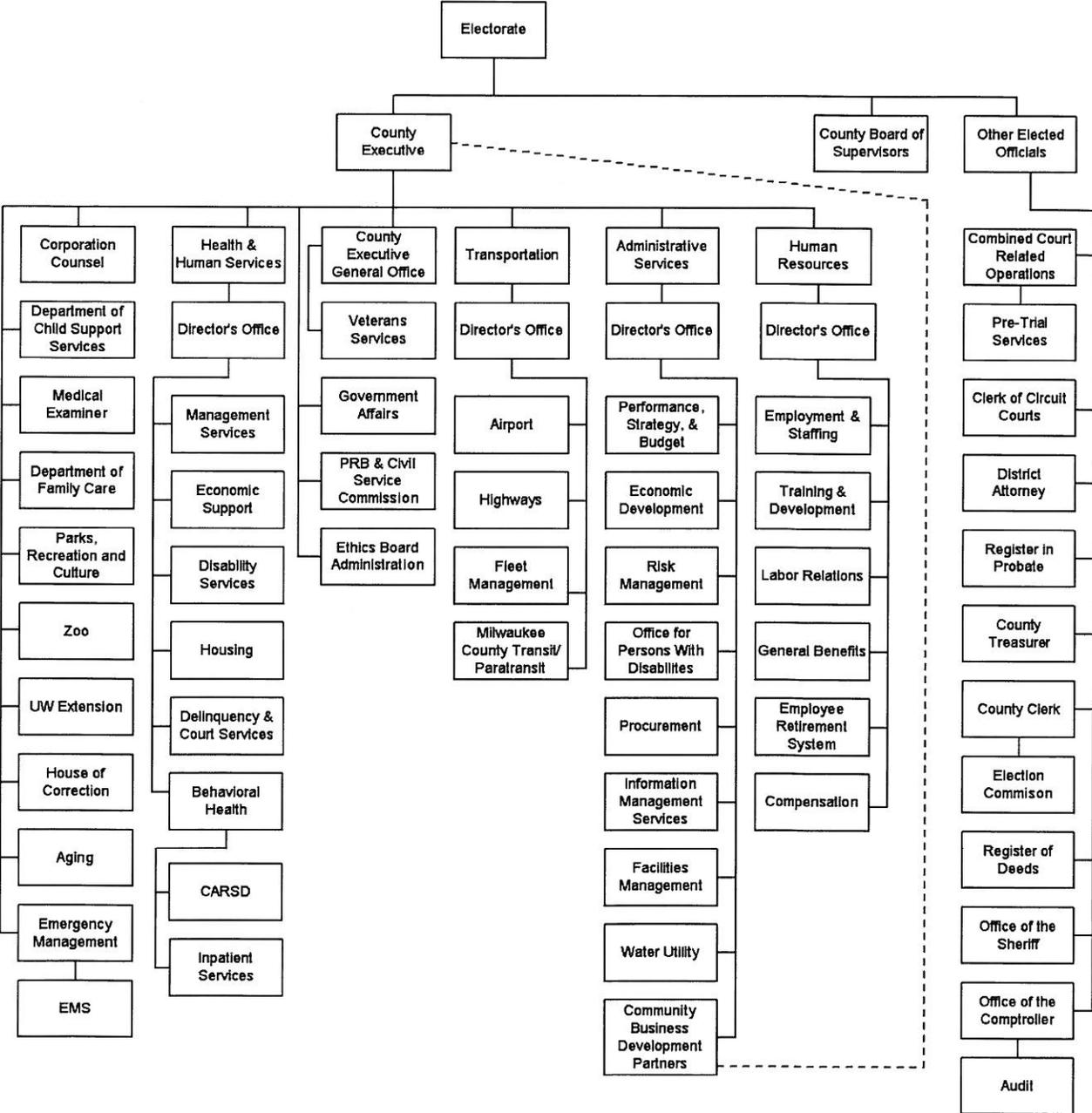
The Director of the Office of Emergency Management is responsible for the development, administration, and direction of a consolidated emergency 9-1-1 PSAP and dispatch system, County public safety radio service operations, and emergency management functions; to serve as head of emergency government in accordance with Wisconsin Chapter Statute 166; and to perform other duties as required. This vacant position reports directly to the County Executive. This is a new Department that until now was decentralized in three different areas – Office of the Sheriff, DAS-IMSD and DHHS.

Because all positions are created in the classified service, this senior level management position needs to be transferred to the unclassified service prior to making an appointment.

A review of the duties and responsibilities for the position identified above indicates that the position qualifies for inclusion in the unclassified service as specified in Wisconsin State Statutes 63.03 (3)(a). I have attached a copy of the position description for the position in addition to the organizational chart for your reference.

Thank you for your consideration of this request. I will be available to answer any questions you may have.

Milwaukee County Organizational Chart





**MILWAUKEE COUNTY
JOB EVALUATION QUESTIONNAIRE**

This form is designed to assist you in describing your departmental job. You are asked to fill this form out to outline the essential duties and responsibilities; and identify the knowledge, skills and abilities required to successfully perform the job. This form is used to request new job classifications, review current classifications, reclassification, reallocations, and general updates to the job description. **Note:** It is the job that is being evaluated, not the position/incumbent. Thank you for your cooperation.

GENERAL INSTRUCTIONS:

1. Before beginning, please look over the entire questionnaire. Each question should be answered completely and accurately. If a question does not apply to this job, please indicate "N/A" (Not Applicable).
2. To complete the questionnaire, please type and/or select your responses.
3. If you wish to make additional comments, please use the space available in the "Additional Comments" section on page 6 of this questionnaire.

A. JOB IDENTIFICATION INFORMATION:

| | | | |
|-------------------------------|--|---|------|
| Department (High Org): | 4800 | Division (Low Org): | 4802 |
| Contact for this Study | Name: Josh Fudge | Email: Joshua.Fudge@milwaukeecountywi.gov | |
| | Title: Budget Director, DEPT ADMIN SV | Phone: 414-278-4139 | |
| Current Job Title: | Director of Emergency Preparedness | | |
| Job Reports To: | Title: County Executive | | |
| Request Type: | <input checked="" type="checkbox"/> Establish New <input type="checkbox"/> Review <input type="checkbox"/> Reclassification <input type="checkbox"/> Reallocation <input type="checkbox"/> Update Description <input type="checkbox"/> Other, Specify | | |

B. JUSTIFICATION STATEMENT:

| |
|--|
| 1. Attach an organizational chart. |
| 2. Explain the events or changes that made this request necessary. |
| Currently County does not have a centrally coordinated emergency management program. This role to be responsible for the development, administration, and direction of a consolidated emergency 9-1-1 PSAP and dispatch system, County public safety radio service operations, and emergency management functions; to serve as head of emergency government in accordance with Wisconsin Chapter Statute 166; and to perform other duties as required. |

C. ABOUT THE JOB:

| | | | | |
|--|--|---|--------------------------------------|------------------------------------|
| Job Status: | <input checked="" type="checkbox"/> Regular Full-Time | <input type="checkbox"/> Regular Part-Time | <input type="checkbox"/> Seasonal | <input type="checkbox"/> Contract |
| Shift: | <input checked="" type="checkbox"/> Day | <input type="checkbox"/> Evening | <input type="checkbox"/> Night | <input type="checkbox"/> Other: |
| Hours Per Week: | <input type="checkbox"/> >40 Hours | <input checked="" type="checkbox"/> 32-40 Hours | <input type="checkbox"/> 20-32 Hours | <input type="checkbox"/> <20 Hours |
| Travel: | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, % Travel | | | |
| Will This Job Supervise/Manage? | <input checked="" type="checkbox"/> Supervise <input checked="" type="checkbox"/> Manage | | <input type="checkbox"/> N/A | # of Direct Reports: 65 |

D. JOB SUMMARY:

| |
|---|
| Briefly state, in several sentences, the principle purpose or function of the job. Respond by describing What the job is, What its major objective is, and Why does it exist. |
| To be responsible for the development, administration, and direction of a consolidated emergency 9-1-1 PSAP and dispatch system, County public safety radio service operations, and emergency management functions; to serve as head of emergency government in accordance with Wisconsin Chapter Statute 166; and to perform other duties as required. |

E. ESSENTIAL DUTIES/RESPONSIBILITIES:

JOB RESPONSIBILITY LIST: Please describe the major elements of the job. List only the major functions, separately, in order of importance. Provide a one or two line descriptive statement for each duty so that it can be understood by someone not familiar with this kind of work. Weight the approximate percentage of allocated work time for each functional work activity (Round to the nearest 5%). We do not need to know HOW the function is to be performed, but rather, WHAT it is to be performed. **Percentages should add up to 100%**

| | | | |
|-----|---|--|------------------|
| 1. | <input type="checkbox"/> Original <input checked="" type="checkbox"/> New | Job Duty: Strategic Planning | % of Time: 20 |
| | <i>Descriptive:</i> Directs the preparation and implementation of the department's strategic plan including the operational policies, goals, and objectives. Directs the maintenance and testing of the County's Business Continuity Plan and directs the coordination of recovery activities | | |
| 2. | <input type="checkbox"/> Original <input checked="" type="checkbox"/> New | Job Duty: Compliance | % of Time: 20 |
| | <i>Descriptive:</i> Directs the development, implementation, and maintenance of comprehensive policies and procedures regarding the department's services and programs. | | |
| 3. | <input type="checkbox"/> Original <input checked="" type="checkbox"/> New | Job Duty: Policy and Program Development | % of Time: 20 |
| | <i>Descriptive:</i> Directs, plans and administers the overall operation of the County Communications Center including cooperative working arrangements with participating jurisdictions for the effective and efficient dispatch of law enforcement, fire, and EMS. | | |
| 4. | <input type="checkbox"/> Original <input checked="" type="checkbox"/> New | Job Duty: Supervision of Staff | % of Time: 10 |
| | <i>Descriptive:</i> Serves as the department head and directs the overall operations of the department and supervision of the staff. | | |
| 5. | <input type="checkbox"/> Original <input checked="" type="checkbox"/> New | Job Duty: Meetings/Liaison | % of Time: 10 |
| | <i>Descriptive:</i> Acts as the County's representative to the public and to all participating government jurisdictions, including cities, towns, and villages in the development of department policy. | | |
| 6. | <input type="checkbox"/> Original <input checked="" type="checkbox"/> New | Job Duty: Reporting | % of Time: 10 |
| | <i>Descriptive:</i> Provide written and verbal communication including reports, applications, forms, and correspondence to interal and external agencies as required. | | |
| 7. | <input type="checkbox"/> Original <input checked="" type="checkbox"/> New | Job Duty: Special Projects | % of Time: 10 |
| | <i>Descriptive:</i> Perform special projects and other tasks as necessary or assigned. | | |
| 8. | <input type="checkbox"/> Original <input type="checkbox"/> New | Job Duty: | % of Time: |
| | <i>Descriptive:</i> | | |
| 9. | <input type="checkbox"/> Original <input type="checkbox"/> New | Job Duty: | % of Time: |
| | <i>Descriptive:</i> | | |
| 10. | <input type="checkbox"/> Original <input type="checkbox"/> New | Job Duty: | % of Time: |
| | <i>Descriptive:</i> | | |

F. EQUIPMENT, TOOLS & MATERIALS

| Please list all equipment, tools or materials required to perform the job along with the frequency. | Frequency | | | Type of Equipment |
|---|---|--------|---------|---|
| | Daily | Weekly | Monthly | |
| 1. Machinery: (i.e. Vehicles, Motorized Equipment, Heavy Machinery, etc) | | x | | All vehicles associated with the transportation department. |
| 2. Hand Tools/Instruments: (i.e. Power Tools, PC's, office or laboratory equipment, weapons, etc.) | | x | | All power tools associated with transportation department. |
| 3. Driving required? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | | |

G. JOB COMPETENCIES

| Internal Contacts: Please select all that apply. | |
|---|--|
| <input checked="" type="checkbox"/> | Contact with employees or others primarily at a routine level involving basic information exchange. |
| <input checked="" type="checkbox"/> | Contact with peers and others involving explanation of information (these contacts may be within or outside department or division), and the gathering of factual information. May include the communication of sensitive or confidential information. |
| <input checked="" type="checkbox"/> | Contact across departments or divisions with employees involving persuasion of others, absent formal authority, to conform to a policy interpretation or recommended course of action. |
| <input type="checkbox"/> | Contact that requires a high degree of authority in securing understanding and cooperation of multiple departments or interests. |

| External Contacts: Please select all that apply. | |
|---|---|
| <input type="checkbox"/> | No contact with people outside the organization. |
| <input type="checkbox"/> | Limited external contact to: gather information, answer queries, or ask assistance. |
| <input checked="" type="checkbox"/> | Frequent external contact to: gather information, answer queries, or ask assistance. |
| <input checked="" type="checkbox"/> | External contact involving a requirement to maintain a continuing external working relationship with individuals, or organizations. |
| <input checked="" type="checkbox"/> | External contact involving the initiation and maintenance of relationships that can have a significant effect on the success of the organization. |

| Communication Skills: Select the level of language (ability to read, write and speak needed to successfully accomplish the essential duties of the job.) Please select all that apply. | |
|---|--|
| <input checked="" type="checkbox"/> | Read, write and comprehend simple instructions, short correspondence and memos. |
| <input checked="" type="checkbox"/> | Read and interpret safety rules, operating/maintenance instructions and procedure manuals. |
| <input checked="" type="checkbox"/> | Write routine reports, correspondence, and speak effectively before both internal and external groups. |
| <input checked="" type="checkbox"/> | Read, analyze, and interpret business manuals, technical procedures and/or government regulations. |
| <input checked="" type="checkbox"/> | Read, analyze, and interpret scientific and technical journals, financial reports and legal documents. |
| <input checked="" type="checkbox"/> | Prepare and/or present written communications that pertain to controversial and complex topics. |

| Decision-Making: Please select <u>only one</u> of the following: | |
|---|---|
| <input type="checkbox"/> | Requires minimal decision-making responsibility. |
| <input type="checkbox"/> | Regularly makes decisions involving how a project or operation will be conducted (i.e. sequence or method), and generally from an available set of alternatives or precedents. |
| <input type="checkbox"/> | Regularly makes decisions of responsibility, involving evaluation of information. Decisions may require development or application of alternatives or precedents. |
| <input type="checkbox"/> | Regularly makes significant decisions and final results, typically affecting the entire department. Available guides or precedents are limited. Has authority over the allocation of resources. |
| <input type="checkbox"/> | Significant responsibility for decisions and final results, affecting more than one department or a department with multiple units. Substantial analysis is required and many factors must be weighed before a decision can be reached. |
| <input checked="" type="checkbox"/> | Major responsibility for decisions and final recommendation, which may result in the formulation of strategic plans of action to achieve the broad objectives for the organization. |
| <input type="checkbox"/> | Primary work responsibility involves the long-range future including the scope, direction and goals of the organization. |

| | |
|--|---|
| Complexity, Judgment and Problem Solving: Please select all that apply. | |
| <input type="checkbox"/> | Work of a relatively routine nature. Requires the ability to understand and follow instructions. |
| <input type="checkbox"/> | Structured work, following a limited variety of standard practices. |
| <input type="checkbox"/> | Generally structured work, but involving a choice of action within limits of standard policy and procedures. |
| <input type="checkbox"/> | Generally diversified and moderately difficult work. Requires judgment in the adaptation and interpretation of established practices and procedures to meet problems and situations to which the application is not clearly defined. |
| <input type="checkbox"/> | Typically difficult or complex work. Generally governed by broad instructions and objectives usually involving frequently changing conditions and problems. |
| <input checked="" type="checkbox"/> | Work requires the ability to plan and perform work in light of new or constantly changing problems, work from broad instruction, and deal with complex factors not easily evaluated. Decisions require considerable judgment, initiative, and ingenuity in areas there is little precedent. |
| <input checked="" type="checkbox"/> | Work requires the ability to act independently in the formulation and administration of policies and programs for major departments or functions. |

| | |
|---|--|
| Supervisory/Managerial: If applicable, select the appropriate level of responsibility. | |
| <input type="checkbox"/> | Level 1 General instructing, scheduling, and reviewing the work of others performing the same or directly related work. Acts as "lead worker". Functional supervision only. |
| <input type="checkbox"/> | Level 2 Recommends personnel actions (hiring, termination, pay changes). Involves scheduling, supervision, and evaluation of work of employees who perform similar work assignments. |
| <input type="checkbox"/> | Level 3 Scheduling, supervision, and evaluation of work as a "manager" of the first line supervisors; or perform supervision of workers who perform distinct and separate blocks of work. |
| <input type="checkbox"/> | Level 4 Scheduling, supervision, and evaluation of work as a superior of "managers". Administers through subordinate managers, departmental multi-function programs or operations. |
| <input checked="" type="checkbox"/> | Level 5 Scheduling, supervision, and evaluation of work as a superior of those in level 4. |

| | |
|---|--|
| List the names of the Department(s)/Division(s) supervised/managed by this job: | |
| <ul style="list-style-type: none"> • Emergency Medical Services • Radio Services • Emergency Management • 911 Communications/Dispatch | |

| | | | |
|---|---|-----------------------------|--------------------------|
| Are there subordinate supervisors/managers reporting to this job? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | If yes, how many? 2 OR 3 |
|---|---|-----------------------------|--------------------------|

| | |
|--|---|
| Fiscal Responsibility: | |
| Responsible for annual operating budget for department(s)/division(s)? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide total amount? 12,500,000 |

- Go To Next Page -

H. WORKING CONDITIONS

What are the physical, mental and environment demands for this job? Functions identified must coincide with the descriptive statement of essential duties and responsibilities for this job. The functions should focus on what is to be done and the processes traditionally used to achieve end results. For each of the following functional requirements, indicate the frequency in which it occurs in this job.

| PHYSICAL DEMANDS | N/A | Seldom (<25%) | Occasional (25% - 50%) | Frequent (50% - 75%) | Always (>75%) |
|--|---|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Standing | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Walking/Running | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Sitting | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Reaching | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Climbing | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Driving | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Bending/Kneeling | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Hearing | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Talking | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Visual | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Typing | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Fine Dexterity | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Manual Dexterity | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Upper Extremity Repetitive Motion | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Lifting/Carrying 50 lbs. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Pushing/Pulling 50 lbs. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| NON-PHYSICAL DEMANDS | N/A | Seldom (<25%) | Occasional (25% - 50%) | Frequent (50% - 75%) | Always (>75%) |
| Analysis/Reasoning | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Communication/Interpretation | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Math/Mental Computation | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Reading | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Sustained Mental Activity (i.e. auditing, problem solving, grant writing, composing reports) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Writing | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Other: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ENVIRONMENTAL DEMANDS | N/A | Seldom (<25%) | Occasional (25% - 50%) | Frequent (50% - 75%) | Always (>75%) |
| Work Alone | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Frequent Task Changes | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Tedious/Exacting Work | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| High Volume Public Contact | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Dust | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Temperature Extremes | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Loud Noises | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Physical Danger | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Toxic Substances (i.e. solvents, pesticides, etc.) | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Other: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| WORK SCHEDULE: Please select all that apply. | | | | | |
| <input type="checkbox"/> | Routine shift hours. Infrequent overtime, weekend, or shift rotation. | | | | |
| <input type="checkbox"/> | Considerable irregularity of hours due to frequent overtime, weekend or shift rotation. | | | | |
| <input type="checkbox"/> | Regular and/or frequent on-call availability. | | | | |
| <input checked="" type="checkbox"/> | Nature of work frequently requires irregular, unpredictable or particularly long hours. (i.e. covering double shifts, etc.) | | | | |

| | |
|---|--|
| DEMANDS/DEADLINES: Please select all that apply. | |
| <input type="checkbox"/> | Little or no stress created by work, employees, or public. |
| <input type="checkbox"/> | Occasional stress due to deadlines or workload because of intermittent or cyclical work pressures, or occasional exposure to distressed individuals within the immediate work environment. |
| <input type="checkbox"/> | High volume and variable work demands and deadlines impose strain on routine basis or considerable stress intermittently; OR regular direct contacts with distressed individuals within the immediate work environment; and/or exposure to demands and pressures from persons other than immediate supervisor. |
| <input checked="" type="checkbox"/> | Work requires frequent, substantive contacts with people in highly stressful situations; delicacy and unpredictability of contacts routinely creates considerable strain or heavy stress regularly. |

I. EDUCATION, EXPERIENCE AND LICENSE

| | |
|---|--|
| EDUCATION | |
| Please indicate the MINIMUM educational level required: | |
| <input type="checkbox"/> | HS Diploma/GED |
| <input type="checkbox"/> | Associate's Degree |
| <input checked="" type="checkbox"/> | Bachelor's Degree |
| <input type="checkbox"/> | Graduate Degree |
| <input type="checkbox"/> | Post Graduate Degree (PhD) |
| <input type="checkbox"/> | Professional Degree (Law, Medicine, etc.) |
| <input type="checkbox"/> | Other: |
| | Area of specialization/major: |
| | Area of specialization/major: Criminal Justice; Public Adm |
| | Area of specialization/major: |
| | Area of specialization/major: |
| | Area of specialization/major: |
| | Please indicate: |

| | |
|---|---|
| WORK EXPERIENCE | |
| Please indicate the MINIMUM number of years of practical experience required. | |
| <input type="checkbox"/> | No experience |
| <input type="checkbox"/> | Less than one year |
| <input type="checkbox"/> | One to three years |
| <input type="checkbox"/> | Three to five years |
| <input checked="" type="checkbox"/> | Five or more years |
| | Area(s) of experience: |
| | Area(s) of experience: |
| | Area(s) of experience: |
| | Area(s) of experience: Managing public safety |

| | |
|--|------------------------|
| SUPERVISORY/MANAGEMENT EXPERIENCE | |
| Please indicate the MINIMUM number of years of supervisory/management experience required. | |
| <input type="checkbox"/> | No experience |
| <input type="checkbox"/> | Less than one year |
| <input checked="" type="checkbox"/> | One to three years |
| <input type="checkbox"/> | Three to five years |
| <input type="checkbox"/> | Five or more years |
| | Area(s) of experience: |
| | Area(s) of experience: |
| | Area(s) of experience: |

| |
|--|
| LICENSE/CERTIFICATION: |
| What license(s), certification/certificate(s), registration(s), or other regulatory requirements/training: |
| Vaild Wisconsin Drivers License |

J. ADDITIONAL COMMENTS

| |
|---|
| Please list additional items not covered in this questionnaire that you feel would be helpful in understanding the job. |
| <ul style="list-style-type: none"> Master's degree maybe substituted for one year fo work experience |

K. SIGNATURES:

| | |
|--|----------------|
| SUPERVISOR'S/MANAGER'S CONFIRMATION: I have completed and/or reviewed the contents of this job evaluation questionnaire and consent to its accuracy. | |
| Supervisor/Manager Signature: <i>Josh Fudge</i> | Date: 9/4/2014 |
| Department/Division Head Signature: <i>Josh Fudge</i> | Date: 9/4/2014 |

Email the completed form to: HRCompensation@milwcnty.com. Please ensure the subject line includes the request type and Department (High Org.) number. (I.e. 2013 STUDY 1140)

Received by Human Resources - Compensation Department
Analyzed by Human Resources - Compensation Department

Initials:
Initials:

Date:
Date:

RULE VIII. - LEAVE, LAYOFF, REINSTATEMENT AND RESIGNATION

Section 1. - Transfer.

The director of human resources may develop a procedure to permit the transfer of an employee from one (1) position to another in the same or similar classification, as determined by the director.

Section 2. - Personal leaves of absence.

- (1) In addition to leaves required under applicable law, a personal leave of absence, without pay, may be granted by the department head, appointing authority, or the director of human resources for up to thirty (30) consecutive calendar days to any employee on regular appointment upon demonstration of a satisfactory need for such leave. Personal leave may be granted when it is supportive of the employee's personal needs and does not unduly compromise the needs of the employee's department. Extensions of approved leaves, or leaves in excess of thirty (30) days, may be approved by the director of human resources in limited circumstances. The reason for the request and the desire or intention of the employee to return to service shall be made in writing and the duration of the leave shall be documented.
- (2) Leave may not be granted, or may be terminated by the director of human resources, if:
 - (a) The employee has not completed six (6) months of straight time service.
 - (b) The employee has been on a leave exceeding thirty (30) days in the six (6) months preceding the current leave request.
 - (c) The employee on leave engages in a business venture or to practice a profession or occupation outside of county service.
 - (d) A review of the circumstances of the leave reveal the leave to have been obtained under false pretenses.
- (3) An employee granted leave of thirty (30) days or less under this section shall return, upon expiration of the leave, to the previous position held. An employee granted leave totaling more than thirty (30) days under this section shall, upon expiration of the leave, be placed on the reinstatement list and shall be certified as eligible to any appropriate vacancy, as determined by the director of human resources.
- (4) An employee using paid time off of thirty (30) working days or less for the purposes of vacation, sick time, bereavement leave, accrued compensatory, holiday or other paid time off shall not be considered to be on a personal leave of absence under this section, nor shall a retirement be considered a personal leave of absence.

Section 3. - Layoff.

- (1) Whenever a department head or appointing authority of a department determines that it is necessary to reduce the number of employees in any classification in the classified service, the department head or appointing authority of the department concerned shall notify the director of human resources of the number of employees to be laid off, including position titles. Unless otherwise provided in an applicable collective bargaining agreement, employees may be laid off based on:

- (a) County-wide seniority,
 - (b) Years of relevant experience,
 - (c) Instances of discipline,
 - (d) Job performance,
 - (e) Attendance, excluding absences protected by applicable law,
 - (f) Continued ability to fund the individual position,
 - (g) Need to retain employees with special skills, experience or knowledge which are critical to program functioning, or
 - (h) Any combination of the above.
- (2) The director of human resources, in consultation with the department head of the affected department, will determine and document a layoff plan that demonstrates the basis for how layoffs are to be applied.
 - (3) An employee laid off under this section may appeal said decision to the civil service commission provided the appeal is limited to the basis for layoff determination under subsection (1) of this section.

Section 4. - Reinstatement following layoff.

- (1) Employees laid off in accordance with the rules of the commission shall be recalled in reverse order of layoff to a vacancy in the same classification and department upon intent of the department to fill said vacancy.
- (2) The names of employees laid off in accordance with the rules of the commission shall be certified as eligible for reinstatement to a vacancy in the same classification or a classification of the same character and standard of work in any other department, as determined by the director of human resources. Reinstatement shall be made in accordance with the appointment requirements of rule IV of these rules.
- (3) The names of employees laid off shall remain on the reinstatement and recall list for one (1) year from layoff or until such employee is reinstated or recalled, whichever occurs first. The name of a laid off employee may be removed from the reinstatement list for any disqualification reason listed elsewhere in these rules.
- (4) Persons on any reinstatement list may at any time before reemployment be required to submit to a medical, physical, or performance test, including a written examination, if such written test is deemed necessary by the director of human resources, and/or participate in an interview process. If any such person is found deficient and below prerequisite standards for such employment, his/her name shall be removed from the reinstatement list for such classification.
- (5) Any employee who is laid off and returned to service as a result of a certification from a reinstatement list may be required to satisfactorily complete an assessment period of no more than one thousand forty (1,040) straight time hours.

Section 5. - Resignation.

- (1) The resignation of an employee shall be filed with the department head or appointing authority and documented according to processes developed by the director of human resources.
- (2) An employee who has been absent without leave, or has failed to return from a previously authorized leave, for a period of two (2) successive scheduled work days or longer, and has made no contact with the manager or appointing authority may be considered to have resigned in absentia from the county

service, in the discretion of the appointing authority.

- (3) Upon approval of the director of human resources, the name of an employee resigning from the county classified service may be restored to the appropriate eligible list, subject to the rules and regulations governing all eligible lists.

2015

| JANUARY | | | | | | |
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| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

| FEBRUARY | | | | | | |
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| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |

| MARCH | | | | | | |
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| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

| APRIL | | | | | | |
|-------|----|----|----|----|----|----|
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| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
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| MAY | | | | | | |
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| 31 | | | | | | |

| JUNE | | | | | | |
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| JULY | | | | | | |
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| AUGUST | | | | | | |
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| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

| SEPTEMBER | | | | | | |
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| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

| OCTOBER | | | | | | |
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| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
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| NOVEMBER | | | | | | |
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| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

| DECEMBER | | | | | | |
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| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

Special Meeting Dates
will not be scheduled during the same week
as other meetings.

PRB meeting dates are Yellow.

CSC Meeting dates are Pink
EB Meeting dates are Blue