

**MILWAUKEE COUNTY
CIVIL SERVICE COMMISSION MEETING**
Thursday, February 18, 2016 2:00 p.m.
Courthouse Room 306

Minutes

ROLL CALL:

Present: Mary Ellen Powers, Maria Monteagudo, Janet Cleary.

1. The Secretary to the Civil Service Commission requests the approval of the Civil Service Commission minutes from December 17, 2015.

Recommendation of the Department of Human Resources: Approve.

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

Ayes – 3: Mary Ellen Powers, Maria Monteagudo, and Janet Cleary.

Noes – 0

2. The Secretary to the Civil Service Commission forwards the approved minutes of the Milwaukee County Personnel Review Board of December 8 and December 22, 2015, and January 5, 2016.

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

ACTION: So ordered.

3. Presentation and review of draft Civil Service Guidelines for Requesting to Transfer a Position from the Classified Service.

Appearances: Rick Ceschin, Secretary to the Civil Service Commission

ACTION: Maria Monteagudo made a motion to approve the Civil Service Guidelines for Requesting to Transfer a Position from the Classified Service with changes discussed during open session; it was seconded by Janet Cleary.

Ayes – 3: Mary Ellen Powers, Maria Monteagudo, and Janet Cleary.

Noes – 0

4. Request from the Director of Risk Management, to transfer the new position of Claims Program Manager from the classified to unclassified service:

Appearances: Amy Pechacek, Director, Risk Management

ACTION: Maria Monteagudo made a motion to approve the transfer; it was seconded by Mary Ellen Powers.

Ayes – 3: Mary Ellen Powers, Maria Monteagudo, and Janet Cleary

Noes – 0:

5. Status Report on the implementation of Cornerstone applicant tracking system.

Appearances: Rick Ceschin, Secretary to the Civil Service Commission

ACTION: None.

6. 2016 Meeting Schedule:

- A. April 21
- B. June 16
- C. August 18
- D. October 20
- E. December 15

ACTION: Maria Monteagudo made a motion to approve the proposed Meeting Schedule; it was seconded by Janet Cleary.

Ayes – 3: Mary Ellen Powers, Maria Monteagudo, and Janet Cleary

Noes – 0:

Meeting Adjournment

ACTION: Maria Monteagudo a motion to adjourn the meeting; it was seconded by Mary Ellen Powers.

Ayes – 3: Mary Ellen Powers, Maria Monteagudo, and Janet Cleary.

Noes – 0

Meeting adjourned at 2:26 p.m.

Approved by:

Rick Ceschin
Secretary to the Civil Service Commission

RC: rmj: sh
C: Personnel Review Board

*Milwaukee County Personnel Review Board
Meeting Minutes – February 16, 2016*

I. Roll Call

Board President Daniel Dennehy called to order the regular meeting of the Personnel Review Board at 9:02 a.m. on Tuesday, February 16, 2016, in Room 203-R of the Milwaukee County Courthouse.

The following Board Members were present: Mr. Rufino Gaytán, Ms. Mary K. Bruno, Mr. Daniel Dennehy, and Mr. Greg Renz.

II. Approval of the Minutes of the January 19, 2016 Meeting

Ms. Bruno moved, Mr. Dennehy seconded, and the Board, by unanimous vote (4-0), approved the minutes of the January 19, 2016 meeting.

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

None.

IV. Correspondence

Ms. Rebecca M. Janz, Administrator, reminded the Board of the upcoming interviews for legal services on the afternoon of March 1, 2016, for calendaring purposes.

V. First Appearances

A. DISCHARGES

**DAVID BEISSEL, NATURAL RESOURCES TECH, PARKS
Case #2-4290 dated 01/25/2016**

The Board received the signed waiver of hearing within 21 days and request for hearing certain of the employee, David Beissel. Ms. Bruno moved, Mr. Renz seconded, and the Board, by unanimous vote (4-0), voted to accept the waiver and schedule Mr. Beissel for hearing certain on March 1, 2016.

B. SUSPENSIONS

**AMIKA AVERY, CORRECTIONS OFFICER 1, OFFICE OF THE SHERIFF
Case #2-4291 dated 01/26/2016 for IA #15-227
Case #2-4292 dated 01/26/16 for IA #15-225**

The Board received the signed waiver of hearing within 21 days and request for hearing certain of the employee, Amika Avery. Ms. Bruno moved, Mr. Dennehy seconded, and the Board, by unanimous vote (4-0), voted to accept the waiver and schedule Ms. Avery for hearing certain on April 26, 2016.

RICHARD ZAWATZKE, CORRECTION OFFICER 1, OFFICE OF THE SHERIFF**Case #2-4293 dated 01/26/2016 for IA #15-226**

The Board received the signed waiver of hearing for suspension of the employee, Richard Zawatzke. Attorney Paul Kuglitsch, Assistant Corporation Counsel also reported that Mr. Zawatzke and the Office of the Sheriff agreed to reduce Mr. Zawatzke's suspension from 20 days to 13 days. Ms. Bruno moved, Mr. Dennehy seconded, and the Board, by unanimous vote (4-0), voted to accept the waiver and reduction and close this case.

LEON WOODS, CORRECTION OFFICER I, OFFICE OF THE SHERIFF**Case #2-4294 dated 01/26/2016 for IA #15-272****Case #2-4295 dated 01/26/2016 for IA #15-267**

The Board received the signed waivers of hearing for suspension of the employee, Leon Woods. Attorney Paul Kuglitsch, Assistant Corporation Counsel also reported that Mr. Woods and the Office of the Sheriff agreed Mr. Woods would serve his 10 day suspension and that his 20 day suspension is reduced to 15 days. Ms. Bruno moved, Mr. Renz seconded, and the Board, by unanimous vote (4-0), voted to accept the waivers and reduction and close this case.

BRIAN FOX, DEPUTY SHERIFF 1, OFFICE OF THE SHERIFF**Case #2-4296 dated 01/26/2016 FOR IA #15-274**

The Board heard the request of Attorney Graham Wiemer, appearing on behalf of the employee, Brian Fox, to waive the hearing within 21 days and continue the matter for hearing certain on April 26, 2016. Ms. Bruno moved, Mr. Renz seconded, and the Board, by unanimous vote (4-0), voted to accept the waiver and schedule Mr. Fox for hearing certain on April 26, 2016.

LAQUEHIA BRAY, CORRECTION OFFICER 1, OFFICE OF THE SHERIFF**Case #2-4297 dated 01/26/2016 FOR IA #15-282**

The Board received the signed waiver of hearing for suspension of the employee, Laquehia Bray. Ms. Bruno moved, Mr. Renz seconded, and the Board, by unanimous vote (4-0), voted to accept the waiver and close this case.

ANNEMARIE QUILES, DEPUTY SHERIFF 1, OFFICE OF THE SHERIFF**Case #2-4298 dated 01/26/2016 FOR IA #15-260**

The Board received the signed waiver of hearing for suspension of the employee, Annemarie Quiles. Ms. Bruno moved, Mr. Renz seconded, and the Board, by unanimous vote (4-0), voted to accept the waiver and close this case.

VI. Update

A. DISCHARGES

JAMES TIETJEN, EXECUTIVE DIRECTOR 2 – ASSOCIATE DIRECTOR OF SOCIAL SERVICES, DHHS

Case #13-CV-003154

The Board heard the report of Attorney Joan Huffman, appearing on behalf of the employee, James Tietjen, that an Administrator has been assigned to the Estate of James Tietjen. Ms. Huffman also requested a date for hearing certain regarding jurisdiction. Ms. Bruno moved, Mr. Renz seconded, and the Board, by unanimous vote (4-0), scheduled the matter for hearing certain at on April 26, 2016.

VII. Hearings

A. DISCHARGES

WALID TALEB, CORRECTION OFFICER I, HOC

Case #2-4254 dated 08/05/2015 for HOC IA #15-074

Case #2-4255 dated 08/05/2015 for HOC IA #15-082

The Board heard the request of Attorney Paul Kuglitsch, Assistant Corporation Counsel, to reschedule the Walid Taleb matter for hearing certain due to Board member unavailability. Ms. Bruno moved, Mr. Renz seconded, and the Board, by unanimous vote (4-0), rescheduled the matter for hearing certain on April 12, 2016.

VIII. Adjournment

Ms. Bruno moved, Mr. Renz seconded, and the Board, by unanimous vote (4-0), adjourned the meeting at 9:24 a.m.

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

*Milwaukee County Personnel Review Board
Meeting Minutes – March 1, 2016*

I. Roll Call

Board President Daniel Dennehy called to order the regular meeting of the Personnel Review Board at 9:01 a.m. on Tuesday, March 1, 2016, in Room 306-Main of the Milwaukee County Courthouse.

The following Board Members were present: Mr. Rufino Gaytán III, Ms. Mary K. Bruno, Mr. Daniel Dennehy, and Ms. Susan Lueger.

II. Approval of the Minutes of the February 16, 2016 Meeting

Ms. Bruno moved, Mr. Gaytán seconded, and the Board, by unanimous vote (4-0), approved the minutes of the February 16, 2016 meeting.

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

None.

IV. Correspondence

None.

V. First Appearances

A. DISCHARGES

**JAYSON PAOLETTI, FIREFIGHTER EQUIPMENT OPERATOR, DOT
Case #2-4300 dated 0/12/2016**

The Board heard the report of Attorney Paul Kuglitsch, Deputy Corporation Counsel, that Jayson Paoletti waived his right to hearing within 21 days and that his Attorney, Jeffrey Sweetland, requested a hearing certain on May 24, 2016. Ms. Bruno moved, Ms. Lueger seconded, and the Board, by unanimous vote (4-0), voted to accept the waiver and schedule the matter for hearing certain on May 24, 2016, subject to Attorney Sweetland showing cause as to why the hearing cannot be held at an earlier date.

**CHRISTOPHER BIEDRZYCKI, STORE CLERK 1, HOUSE OF
CORRECTION**

Case #2-4299 dated 02/10/2016 for HOC IA #15-146

The Board heard the report of Attorney Craig Johnson, on behalf of AFSCME District Council 32, that the parties had entered into a Last Chance Agreement. Attorney Paul Kuglitsch, Deputy Corporation Counsel for the appointing authority, concurred and provided the Board with a copy of the agreement. Ms. Lueger moved, Mr. Gaytán seconded, and the Board, by unanimous vote (4-0), voted to accept the written agreement and close the case.

VI. Hearings

A. DISCHARGES

DAVID BEISSEL, NATURAL RESOURCES TECH, PARKS

Case #2-4290 dated 01/25/2016

The Board heard the report of heard the report of Attorney Paul Kuglitsch, Deputy Corporation Counsel, that David Beissel resigned from his position in the Department of Parks, Recreation, and Culture and accepted a position as an Airport Maintenance Worker in the Department of Transportation. The Board acknowledged the resignation of David Beissel from the Department of Parks, Recreation, and Culture and closed this case.

KENNETH TAYLOR, HUMAN SERVICE WORKER-JJ, DHHS

Case #2-4286 dated 01/12/2016

The Board heard the report of Attorney Craig Johnson, on behalf of AFSCME District Council 32, that Kenneth Taylor had resigned from his position in County Service. The Board acknowledged the resignation of Mr. Taylor and closed this case.

CHRISTOPHER HANSMANN, CORRECTION OFFICER I, OFFICE OF THE SHERIFF

Case #2-4287 for IA #15-285 dated 01/13/2016

The Board heard the report of Attorney Craig Johnson, on behalf of AFSCME District Council 32, that Christopher Hansmann had resigned from his position in County Service. The Board acknowledged the resignation of Mr. Hansmann and closed this case.

DONNELL WILSON, AIRPORT MAINTENANCE WORKER ASSISTANT, DOT

Case #2-4285 dated 01/07/2016

At 10:05 a.m., Ms. Bruno moved, Ms. Lueger seconded, and the Board voted 4-0 to go into closed session to deliberate on the Donnell Wilson matter. At 10:34 a.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), paragraph (t), and upheld the charges for discharge, but the Board did not find the evidence was sufficient to sustain a violation of Civil Service Rule VII, Section 4(1), paragraph (o).

VII. Adjournment

Ms. Lueger moved, Mr. Dennehy seconded, and the Board, by unanimous vote (4-0), adjourned the meeting at 10:35 a.m.

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

*Milwaukee County Personnel Review Board
Meeting Minutes – March 15, 2016*

I. Roll Call

Board President Daniel Dennehy called to order the regular meeting of the Personnel Review Board at 9:05 a.m. on Tuesday, March 15, 2016, in Room 203-R of the Milwaukee County Courthouse.

The following Board Members were present: Mr. Rufino Gaytán III, Ms. Susan Lueger, and Mr. Daniel Dennehy. Ms. Mary K. Bruno was excused.

Mr. Greg Renz joined the meeting at 9:45 a.m.

II. Approval of the Minutes of the March 1, 2016 Meeting

Ms. Lueger moved, Mr. Gaytán seconded, and the Board, by unanimous vote (3-0), approved the minutes of the March 1, 2016 meeting.

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

None.

IV. Correspondence

Ms. Rebecca M. Janz, Administrator, notified the Board that all Board members received a copy of a memorandum from Attorney Paul Kuglitsch, Deputy Corporation Counsel, regarding past appeals of Personnel Review Board decisions.

V. Hearings

A. DISCHARGES

ANTHONY JACOBS, SECURITY OFFICER, OFFICE OF THE SHERIFF

Case #2-4288 dated 01/13/2016 for IA #15-273

Case #2-4289 dated 01/13/2016 for IA #16-007

The Board heard the report of Attorney Paul Kuglitsch, Deputy Corporation Counsel, that Anthony Jacobs resigned from his position in County Service. The Board acknowledged the resignation of Anthony Jacobs and closed the cases.

JOHN C. BROCK, JR., CORRECTION OFFICER I, OFFICE OF THE SHERIFF

Case #2-4278 dated 11/17/2015 for IA #15-254

The Board heard the report of Attorney Mark Sweet, on behalf of AFSCME District Council 32, that John C. Brock, Jr. had resigned from his position in County Service. The Board acknowledged the resignation of Mr. Brock and closed this case.

**RICHARD RIVERA, HEALTH CARE PLAN SPECIALIST II, MY CHOICE
FAMILY CARE**

Case #2-4279 dated 12/01/2015

At 3:54 p.m., Ms. Lueger moved, Mr. Gaytán seconded, and the Board voted 4-0 to go into closed session to deliberate on the Richard Rivera matter. At 4:08 p.m., the Board reconvened in open session.

Ms. Lueger moved, Mr. Gaytán 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), (o), and (p) and upheld the charges for discharge.

VI. Adjournment

Mr. Gaytán moved, Mr. Renz seconded, and the Board, by unanimous vote (4-0), adjourned the meeting at 4:09 p.m.

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

*Milwaukee County Personnel Review Board
Meeting Minutes – March 29, 2016*

I. Roll Call

Board President Daniel Dennehy called to order the regular meeting of the Personnel Review Board at 9:00 a.m. on Tuesday, March 29, 2016, in Room 203-R of the Milwaukee County Courthouse.

The following Board Members were present: Mr. Rufino Gaytán III, Ms. Susan Lueger, Mr. Daniel Dennehy, Ms. Mary K. Bruno and Mr. Greg Renz.

II. Approval of the Minutes of the March 15, 2016 Meeting

Ms. Bruno moved, Mr. Renz seconded, and the Board, by unanimous vote (5-0), approved the minutes of the March 15, 2016 meeting.

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

None.

IV. Correspondence

Ms. Rebecca M. Janz, Administrator, notified the Board that, pursuant to the Board's request, Attorney Jeffrey Sweetland, counsel for employee Jayson Paoletti, provided the Board with a letter regarding his availability for hearing.

V. First Appearances

A. DISCHARGES

**MIA REESE, CORRECTION OFFICER I, HOUSE OF CORRECTION
Case #2-4301 dated 03/15/2016 for HOC IA #16-017**

The Board heard the report of Attorney Molly Zillig, Assistant Corporation Counsel, that Mia Reese waived her right to a hearing within 21 days and requested a hearing certain. Ms. Bruno moved, Mr. Renz seconded, and the Board, by unanimous vote (5-0), voted to accept the waiver and schedule Ms. Reese for hearing certain on April 26, 2016.

VI. Updates

A. DISCHARGES

**SUSAN BORN, HUMAN SERVICE WORKER, DHHS
Case #2-4261 dated 09/21/2015**

The Board heard the report of Attorney Molly Zillig, Assistant Corporation Counsel, that Susan Born's application for disability benefits is currently pending with Milwaukee County and that Ms. Born requests the Board remove the hearing certain, on April 12, 2016 and reschedule for an update. David Eisner, Staff Representative, District Council 32, AFSCME, who was present on behalf of Ms. Born, concurred.

Ms. Bruno moved, Mr. Renz seconded, and the Board, by unanimous vote (5-0), voted to remove the hearing scheduled for April 12, 2016, and continued the matter for an update report on April 26, 2016.

VII. Hearings

A. DISCHARGES

SPENSER MOODY, CORRECTION OFFICER I, OFFICE OF THE SHERIFF Case #2-4281 dated 12/09/2015 for IA #15-123

The Board heard the report of Attorney Molly Zillig, Assistant Corporation Counsel, that Spenser Moody resigned from his position in County Service. The Board acknowledged the resignation of Mr. Moody and closed this case.

CHARLES DAVIS, CORRECTION OFFICER I, HOUSE OF CORRECTION Case #2-4269 dated 10/09/2015 for HOC IA #15-130B

The Board heard the report of David Eisner, Staff Representative, District Council 32, AFSCME, that Mr. Davis had resigned from his position in County Service. The Board acknowledged the resignation of Charles Davis and closed this case.

VIII. Adjournment

Ms. Bruno moved, Ms. Lueger seconded, and the Board, by unanimous vote (5-0), adjourned the meeting at 9:16 a.m.

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

CHRIS ABELE, MILWAUKEE COUNTY EXECUTIVE
JOHN DARGLE, JR., DIRECTOR OF PARKS, RECREATION AND CULTURE

Date: March 28, 2016

To: Kerry Mitchell, Director, Department of Human Resources
Rick Ceschin, Secretary, Civil Service Commission

From: John Dargle, Jr., Director, Department of Parks, Recreation and Culture

Subject: **Request to Unclassify Title Code #4142000001, Parks Marketing and Communications Manager**



Please consider this memo to serve as a formal request to present the above listed position to the Civil Service Commission to establish the Department of Parks, Recreation and Culture's (DPRC) Marketing and Communications Manager as unclassified.

As a regional attraction and strong economic impact, the DPRC has an estimated 5 million visitors annually through special events, rentals, trail use, athletics, passive recreation, and much more. As such, the DPRC requires a strong, dynamic, professional, and reputable marketing, communications, and public information section to advance its mission while exemplifying its values.

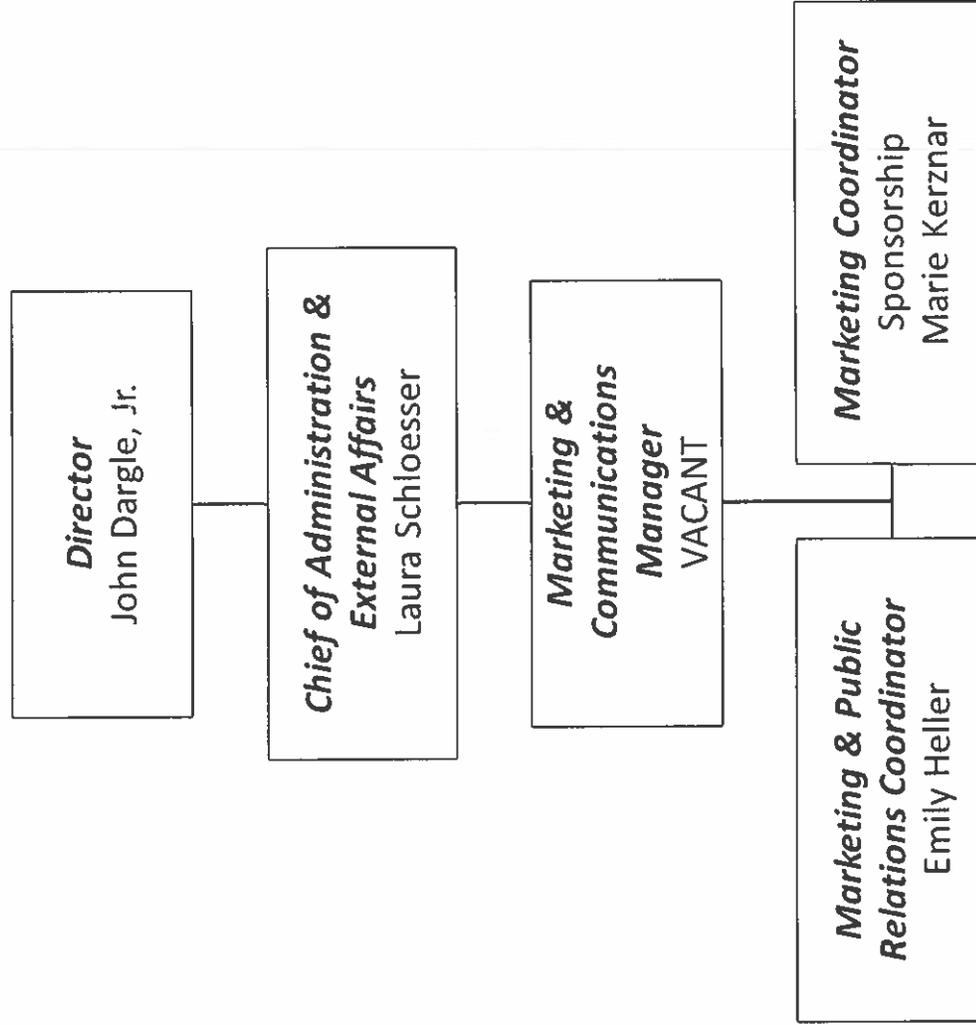
The Marketing and Communications Manager position was reclassified in 2015 from a Coordinator and is currently considered a senior manager at pay grade 36M and reports directly to the Chief of Administration and External Affairs. The duties of this position require a high level of responsibility and ethics to include serving as the DPRC public information officer (PIO) and exercises independent judgment and discretion.

The position's responsibilities require active engagement in all aspects of operations and community engagement and at times is privy to confidential information that he/she must take into consideration while preparing both internal and external communications. The employee holding this position is held to high standards to ensure accuracy of information, timeliness, and appropriate context while maintaining positive and respectful relationships with partners and the media. In addition, the position works closely with other Milwaukee County departments, including the County Executive's Office, to prepare and direct public information and community relations functions of the department and serves as the point of control for information dissemination. The position holds a leadership role in crisis communications and must balance potentially

conflicting interests while respecting sensitive, confidential and/or protected information. A breach of conduct in this role could be damaging to the reputation of both the DPRC and Milwaukee County.

cc: Laura Schloesser, Chief of Administration and External Affairs
Peggy Schneider, HR Partner – Parks/Zoo

Department of Parks, Recreation & Culture Marketing and Communications



PsCom	PsDepar	PsShortID	PsShortDesc	PosIsUn	PsJobCode	JbPay	EbFirstN	EbMiddle	EbLastName	Clock No
9000	9010	110040050000001	Director External AffairsParks	No	11004005	E004	Laura	E	Schloesser	134847
9000	9010	110070010000001	Exec Dir Parks Rec Culture	No	11007001	E007	John	W	Dargle	147201
9000	9031	110040070000001	Director Operations Rec Parks	No	11004007	E004	Susan		Devcich	127193
9000	9031	110040080000001	Chief Planning and Development	No	11004008	E004	Jill	Mary	Organ	100476
9000	9101	110040040000001	Director Operations FieldParks	No	11004004	E004	Guy	D	Smith	123609
9000	9041	000414210000001	Manager Comm & Marketing-	No	00041421	36M				



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):	900	Division (Low Org):	9041
Contact for this Study	Name: Laura Schloesser	Email: LAURA.SCHLOESSER@MILWCNTY.COM	
	Title: Chief of Admin & Ext Affairs	Phone: 414-257-7143	
Current Job Title:	Marketing/PR Coor (rec: Marketing & Communications Mgr)		
Job Reports To:	Title: Chief of Administration & External Affairs		
Request Type:	<input type="checkbox"/> Establish New <input checked="" type="checkbox"/> Review <input 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.	County-wide Compensation Study

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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, % Travel 10			
Will This Job Supervise/Manage?	<input checked="" 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 managing marketing, communications and promotional staff and activities at the Milwaukee County Department of Parks, Recreation & Culture; develop, implement and manage marketing strategies to create revenue and public awareness of Park services and amenities to ensure maximum exposure; preserve and enhance department assets; ensure quality service and product delivery and maximize revenue opportunities.
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E. ESSENTIAL DUTIES/RESPONSIBILITIES:

Item 3.0

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 checked="" type="checkbox"/> Original <input type="checkbox"/> New	Job Duty: Planning and development	% of Time: 40
	<i>Descriptive:</i> Create, develop, implement, manage marketing & communications plan; implement and monitor strategies and initiatives; develop long and short term goals and objectives; monitor and support performance measures.		
2.	<input checked="" type="checkbox"/> Original <input type="checkbox"/> New	Job Duty: Marketing	% of Time: 15
	<i>Descriptive:</i> Promote value and benefit of Department to increase brand awareness, identify, secure and retain customers; perform market research; monitor and report metrics.		
3.	<input checked="" type="checkbox"/> Original <input type="checkbox"/> New	Job Duty: Promotion	% of Time: 15
	<i>Descriptive:</i> Ensure consistent, accurate, and timely external public communication; promote amenities and services through advertising and publicity to increase use and revenue; create relevant materials.		
4.	<input checked="" type="checkbox"/> Original <input type="checkbox"/> New	Job Duty: Corporate (internal) communication	% of Time:
	<i>Descriptive:</i> Inform and engage workforce with consistent and organized messaging; create and distribute relevant materials; monitor and report metrics;		
5.	<input checked="" type="checkbox"/> Original <input type="checkbox"/> New	Job Duty: Budget management	% of Time: 10
	<i>Descriptive:</i> Prepare and monitor annual section budget to ensure responsible fiscal management; assist in creating pricing strategies that can be supported by the market and community needs.		
6.	<input checked="" type="checkbox"/> Original <input type="checkbox"/> New	Job Duty: Personnel management	% of Time: 5
	<i>Descriptive:</i> Participate in and recommend hiring of Marketing staff and provide daily supervision including job assignments, performance appraisals, training; workforce development, and establishing priorities to ensure the success of the Marketing section & the Department's strategies.		
7.	<input type="checkbox"/> Original <input checked="" type="checkbox"/> New	Job Duty: Outreach	% of Time: 5
	<i>Descriptive:</i> Identify, secure and foster external relationships; identify, develop, and foster media relationships to create on-going opportunities; assist Friends and advocacy groups with advertising and promotion of park events.		
8.	<input checked="" type="checkbox"/> Original <input type="checkbox"/> New	Job Duty: Special assignments and projects	% of Time: 5
	<i>Descriptive:</i> Participate on special project teams; community outreach efforts; and other duties as assigned.		
9.	<input type="checkbox"/> Original <input checked="" type="checkbox"/> New	Job Duty: Public information and Community Relations	% of Time:
	<i>Descriptive:</i> Direct the public information and community relations functions of the department; serve as a point of control for information dissemination to the community and the media.		
10.	<input type="checkbox"/> Original <input type="checkbox"/> New	Job Duty:	% of Time:
	<i>Descriptive:</i>		

F. EQUIPMENT, TOOLS & MATERIALS

Item 3.0

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		Vehicles
2. Hand Tools/Instruments: (i.e. Power Tools, PC's, office or laboratory equipment, weapons, etc.)	X			Computer, general office equipment, hand tools, AV equipment
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 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 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 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 checked="" 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 checked="" type="checkbox"/>	Regularly makes decisions of responsibility, involving evaluation of information. Decisions may require development or application of alternatives or precedents.
<input checked="" 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. Item 3.0	
<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 checked="" 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 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 checked="" 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 checked="" 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:	
<ul style="list-style-type: none"> • Marketing 	

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

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? \$610,000

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H. WORKING CONDITIONS

Item 3.0

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.

<u>PHYSICAL DEMANDS</u>	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 checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bending/Kneeling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hearing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Talking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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 30 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing/Pulling 30 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>NON-PHYSICAL DEMANDS</u>	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 checked="" 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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>ENVIRONMENTAL DEMANDS</u>	N/A	Seldom (<25%)	Occasional (25% - 50%)	Frequent (50% - 75%)	Always (>75%)
Work Alone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Frequent Task Changes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Tedious/Exacting Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
High Volume Public Contact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 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 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	Area of specialization/major:
<input checked="" type="checkbox"/>	Bachelor's Degree	Area of specialization/major: Marketing, Comm., Business, Park & Rec
<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: Marketing, Sales, Communications or PR

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: Program management, supervision
<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.
<ul style="list-style-type: none"> • Aptitude with video and digital photography, video editing preferred • Mac and PC experience preferred • Intimate understanding of traditional and emerging marketing channels; analytical skills to forecast and identify trends and challenges • Familiarity with the latest trends, technologies and methodologies in graphic design, web design, production, etc. • Experience in planning and implementing promotional campaign, overall responsibility for brand management and corporate identity • Professional Certified Marketer or equivalent preferred • Park and recreation experience preferred

K. SIGNATURES:

Item 3.0

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>Laura Schloesser</i>	Date: 1/27/16
Department/Division Head Signature: <i>John Dangle, Jr.</i>	Date: 1/27/16

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

INTER-OFFICE COMMUNICATION

DATE: April 7, 2016

TO: Kerry Mitchell, Director, Department of Human Resources
Rick Ceschin, Secretary, Civil Service Commission

FROM: Brian Dranzik, Director, Department of Transportation

SUBJECT: Request to Transfer Unclassified Positions to the Classified Service

REQUEST

I respectfully request the consideration of the Civil Service Commission and the Department of Human Resources to transfer two positions from the unclassified to the classified service in the Transportation Services Section of the Milwaukee County Department of Transportation. The positions requested are as follows:

- Resident Contract Manager Highway
- Resident Contract Manager Structural

BACKGROUND

The Transportation Services Section of the Milwaukee County Department of Transportation is responsible for planning, design, and implementation services necessary to maintain and enhance the safety and efficiency of the County's highways, bridges, and traffic control facilities.

The Transportation Services Section currently has two other similar positions that are filled which are both within the classified service. These filled positions as well as the two requested for transfer into the classified service do not have direct employee reports. The level of supervisory/management responsibility of these positions is that of a "lead" worker. Additionally, within the organizational structure of the Department of Transportation and the County, these positions would not be considered senior management.

Prepared by: James H. Martin, Director of Administration, MCDOT

Approved by:

Brian Dranzik, Director
Department of Transportation

Attachments

cc: Sally Garski, Analyst Compensation, Dept. of Human Resources
Mike Blickhahn, Director of Compensation/HRIS, Dept. of Human Resources
Tiffany StrongSalaam, HR Business Partner, Dept. of Human Resources
Andrea Weddle-Henning, Trans Des & Const Engineering Mgr, MCDOT

COUNTY OF MILWAUKEE

INTER-OFFICE COMMUNICATION

DATE: April 11, 2016

TO: Kerry Mitchell, Director, Department of Human Resources
Rick Ceschin, Secretary, Civil Service Commission

FROM: Brian Dranzik, Director, Department of Transportation

SUBJECT: Request to Transfer Unclassified Positions to the Classified Service

REQUEST

I respectfully request the consideration of the Civil Service Commission and the Department of Human Resources to transfer two positions from the unclassified to the classified service in the Transportation Services Section of the Milwaukee County Department of Transportation. The positions requested are as follows:

- Resident Contract Manager Highway
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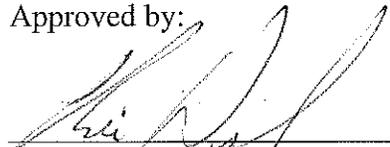
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Prepared by: James H. Martin, Director of Administration, MCDOT

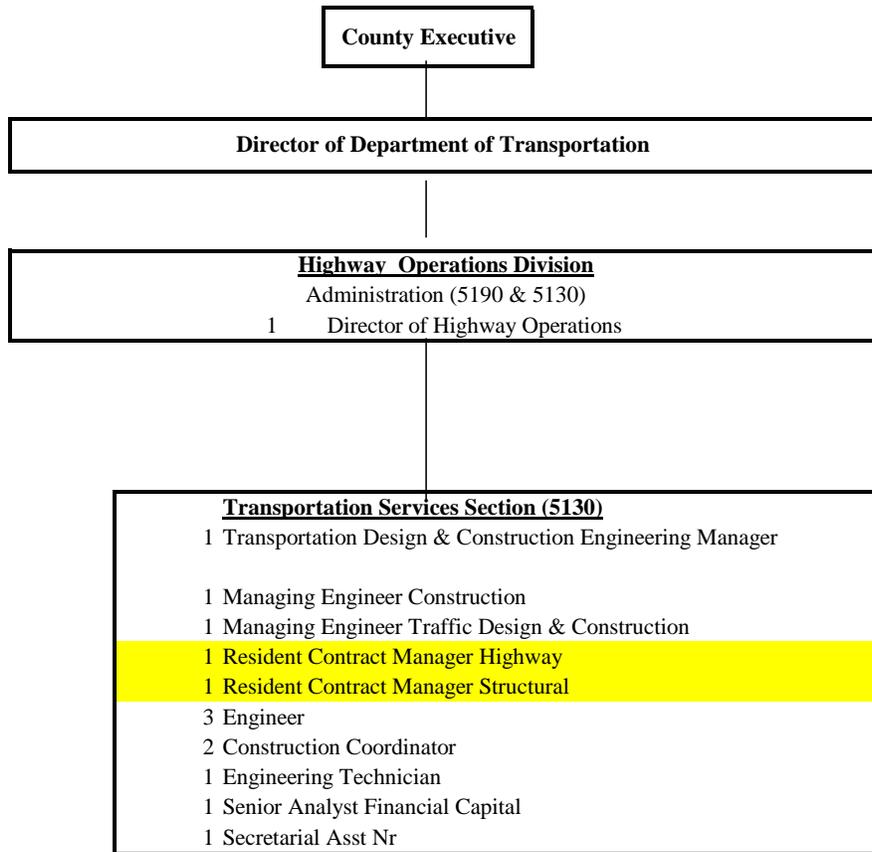
Approved by:

A handwritten signature in black ink, appearing to read "Brian Dranzik", is written over a horizontal line.

Brian Dranzik, Director
Department of Transportation

Attachments

cc: Sally Garski, Analyst Compensation, Dept. of Human Resources
Mike Blickhahn, Director of Compensation/HRIS, Dept. of Human Resources
Tiffany StrongSalaam, HR Business Partner, Dept. of Human Resources
Andrea Weddle-Henning, Trans Des & Const Engineering Mgr, MCDOT





**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):	5100	Division (Low Org):	5130
Contact for this Study	Name: Andrea Weddle-Henning, P.E.	Email: ANDREA.WEDDLE-HENNING@MILWCNTY.COM	
	Title: Trans. Design & Const Manager	Phone: 414-257-5934	
Current Job Title:	ENGINEER PROJECT MANAGER-HIGHWAYS		
Job Reports To:	Title: Transportation Design & Const Manager		
Request Type:	<input type="checkbox"/> Establish New <input type="checkbox"/> Review <input type="checkbox"/> Reclassification <input type="checkbox"/> Reallocation <input type="checkbox"/> Update Description <input checked="" type="checkbox"/> Other, Specify Milwaukee County Compensation Study		

B. JUSTIFICATION STATEMENT:

1. Attach an organizational chart.
2. Explain the events or changes that made this request necessary.
Milwaukee County Compensation Study.

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 type="checkbox"/> Supervise <input checked="" type="checkbox"/> Manage		<input type="checkbox"/> N/A	# of Direct Reports:

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.
Under limited supervision, administer and manage all highway engineering projects from start to finish and to perform such other duties as may be assigned.

E. ESSENTIAL DUTIES/RESPONSIBILITIES:

Item 4.0

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 checked="" type="checkbox"/> Original <input type="checkbox"/> New	Job Duty: Planning and managing all components of traffic engineering projects	% of Time: 70
	<i>Descriptive:</i> Plan and manage the highway engineering projects in Transportation Services, including scheduling, contracting, consultant management, staffing, budgets, conflict resolution, quality control, quality assurance, record keeping and project close outs/finalizing.		
2.	<input checked="" type="checkbox"/> Original <input type="checkbox"/> New	Job Duty: Maintain the CTH system	% of Time: 5
	<i>Descriptive:</i> Maintain our County Trunk Highways (CTH's) through scheduled improvements and coordination with the highway maintenance department.		
3.	<input checked="" type="checkbox"/> Original <input type="checkbox"/> New	Job Duty: Design of highway related components of traffic & bridge projects	% of Time: 5
	<i>Descriptive:</i> Plan and design roadway related components (i.e. profiles, cross sections, geometrics) of traffic and bridge/structure engineering projects.		
4.	<input checked="" type="checkbox"/> Original <input type="checkbox"/> New	Job Duty: WISDOT involvement in projects that impact our CTH's	% of Time: 5
	<i>Descriptive:</i> Involvement with WISDOT freeway, roadway and bridge studies/projects related to highways that impacts CTH's/Milwaukee County facilities, including attending meetings, coordination, review of plans and contract documents and obtaining mitigation agreements.		
5.	<input checked="" type="checkbox"/> Original <input type="checkbox"/> New	Job Duty: Capital Improvement Plan development and budget preparation support	% of Time: 5
	<i>Descriptive:</i> Assist in the development of capital improvement plans and budgets for highway engineering projects in Transportation Services.		
6.	<input checked="" type="checkbox"/> Original <input type="checkbox"/> New	Job Duty: Address requests and concern from various entities	% of Time: 5
	<i>Descriptive:</i> Investigate and respond to requests and concerns of elected officials, client departments, other municipal agencies and the general public related to highway engineering.		
7.	<input checked="" type="checkbox"/> Original <input type="checkbox"/> New	Job Duty: Miscellaneous tasks in support of Transportation Services	% of Time: 5
	<i>Descriptive:</i> Other miscellaneous tasks for meeting project timelines, quality assurance/control and budgets as needed.		
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

Item 4.0

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)	N/A	N/A	N/A	Fleet vehicles are required to work on transportation projects.
2. Hand Tools/Instruments: (i.e. Power Tools, PC's, office or laboratory equipment, weapons, etc.)	N/A	N/A	N/A	Specialized transportation related equipment is utilized as needed.
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 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 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 checked="" 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 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. Item 4.0	
<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 checked="" 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.
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<input 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 checked="" 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.
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<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?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, how many?
---	---	-------------------

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

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H. WORKING CONDITIONS

Item 4.0

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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>
Talking		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" 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 checked="" type="checkbox"/>	<input 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 checked="" 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 type="checkbox"/>	<input checked="" 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 checked="" 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. Item 4.0	
<input checked="" 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 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: Civil Engineering
<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 <i>Area(s) of experience:</i>
<input type="checkbox"/>	One to three years <i>Area(s) of experience:</i>
<input type="checkbox"/>	Three to five years <i>Area(s) of experience:</i>
<input checked="" type="checkbox"/>	Five or more years <i>Area(s) of experience:</i> Civil Engineering design and construction

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 <i>Area(s) of experience:</i>
<input type="checkbox"/>	One to three years <i>Area(s) of experience:</i>
<input type="checkbox"/>	Three to five years <i>Area(s) of experience:</i>
<input checked="" type="checkbox"/>	Five or more years <i>Area(s) of experience:</i> Civil Engineering design and construction

LICENSE/CERTIFICATION:
What license(s), certification/certificate(s), registration(s), or other regulatory requirements/training:
Valid Wisconsin Driver's License Licensed Professional Engineer in Wisconsin

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"> The Engineer Project Manager-Highways position has a variety of duties and responsibilities that are assigned accordingly based on the needs of the Department.

K. SIGNATURES:

SUPERVISOR'S/MANAGER'S CONFIRMATION:		Item 4.0
I have completed and/or reviewed the contents of this job evaluation questionnaire and consent to its accuracy.		
Supervisor/Manager Signature: <i>Andrea Weddle-Henning, P.E.</i>	Date: 4/7/16	
Department/Division Head Signature: <i>Brian Dranzik</i>	Date: 4/7/16	

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 CIVIL SERVICE COMMISSION DISCIPLINARY HEARING PROCEDURES

*Approved by the Civil Service Commission on July 10, 2014; amended effective **April 20, 2015.***

STATUTORY REFERENCE

The Civil Service Commission Hearing Procedures are established pursuant to Wisconsin State Statutes Chapter 63.10 and 63.12 and the Civil Service Rules of Milwaukee County.

The Civil Service Commission ('Commission') delegates its hearing authority to one or more Hearing Examiners to conduct hearings as agents of the Commission. The Commission may authorize parties to be represented by counsel during the hearings.

FILING OF CHARGES

All written charges or notices of suspension must be filed with the Civil Service Commission administrative offices within three business days¹ after discipline has been taken that is within the jurisdiction of the Commission. All written charges or notices of suspension shall be filed at the Civil Service Commission administrative offices during regular business hours.

For written charges of discharge, the superior officer or Director of Human Resources may suspend a person in the classified service pending review of the 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 decided by the Commission.

If written charges are not timely and properly filed, the Commission may dismiss the charges and reinstate the employee with back pay.

CONDUCT OF HEARINGS

Section 1. Scheduling of Hearings

A. Hearing Within 21 Days Unless Continued/Adjourned

Upon receipt by the Commission of a complaint, the Commission shall set a time and place for a hearing. The hearing shall be held within 21 days of the receipt of the complaint or request, unless the hearing is:

- 1) Laid over by stipulation of all parties.
- 2) Laid over in the interest of fairness upon the Commission's own motion.
- 3) Laid over upon motion of the charged party.

B. Continuations/Adjournments Made by the Commission

The Commission or the Hearing Examiner may make a determination to continue/adjourn the matter.

¹ A "business day," as used in these rules, is defined as a day that the Civil Service Commission 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.

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 a party, notices shall be given to the representative who shall have the responsibility to convey notice to the party. Failure of the party's representative to convey notice to the party shall not constitute grounds for delay of any action by the Commission or Hearing Examiner.

Adjournments of any hearing may be granted upon written request that is received by the Commission at least two business days before the scheduled hearing date. Such written request must specify the reasons therefor and shall contain a date when the person making such request will be ready to proceed. If timely received, the Secretary to the Commission can approve such requests. If the Commission 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 with this section will be considered by the Commission or the Hearing Examiner on a case-by-case basis at the time such request is made.

D. Notice to Witnesses

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

Section 2. Amendments to Charges

Amended charges must be submitted to the Commission in writing and the opposing party should be given an opportunity to object to their submission. If the objection is sustained by the Commission, 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 14 days prior to the scheduled hearing.

Section 3. Hearing Proceeding Before a Hearing Examiner

The Hearing Examiner shall conduct the hearings pursuant to the Hearing Procedures herein.

Section 4. Admissibility of Evidence

The Hearing Examiner, as an agent of the Commission, 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 Commission members wish such evidence to have. 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, the Hearing Examiner, and the Commission members. A hearing will not necessarily be delayed for purposes of allowing opposing parties to view the records upon which the summaries are compiled. If these records are not reviewed until after the hearing and discrepancies are found, a party may petition for a rehearing pursuant to Section 5.

Section 5. Examination of Witness

A witness shall be examined first by the party who calls the witness. Each party may subpoena witnesses to attend the hearing. Witnesses may be allowed to testify either by answer to questions, or in the

absence of counsel, in the narrative form. 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.

Witnesses may be sequestered at the request of either party, or upon direction of the Commission or the Hearing Examiner. The Commission or Hearing Examiner may adjourn the hearing to take additional evidence.

Section 6. Exhibits

All exhibits shall be marked and made available to the opposing party and the Hearing Examiner before being shown to any witness. It is recommended that copies of all exhibits be given to the Hearing Examiner and opposing parties before the witness to whom the exhibits relate is called to testify. Original exhibits entered into the record are to be given to the Secretary to the Civil Service Commission who shall be the custodian of the file. In the event such exhibits are withdrawn, copies of such exhibits shall be submitted to the Secretary to the Civil Service Commission and be maintained in the file.

Section 7. Order of Testimony

In all cases, excepting a petition for rehearing, the 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 Hearing Examiner upon motion of the party requesting the opportunity to present such evidence. In the case of a petition for rehearing, the party who filed the petition shall proceed first followed by the opposing party thereafter. Any further evidence in the nature of rebuttal shall be granted at the discretion of the Hearing Examiner.

Section 8. Legal Briefs

The Commission or the Hearing Examiner may request or 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 Secretary of the Commission and one copy to each opposing party. At the time legal briefs or memoranda are requested, the Commission or the Hearing Examiner may set a schedule for filing of same.

Section 9. Burden of Proof

The party who brings charges or petitions for a rehearing shall have the burden of proving their allegations by the preponderance of evidence on all complaints or petitions.

Section 10. Motions

Any party may move at any time to dismiss the case on the grounds that the Civil Service Commission does not have jurisdiction of the person or subject matter of the charges. The Commission may raise issues relating to its jurisdiction to hear a matter on its own motion. Each party shall be afforded an opportunity to make written and/or oral arguments regarding the motion. The Hearing Examiner may continue to hear a case on the merits and present motions to dismiss and/or arguments about jurisdiction to the Commission thereafter.

Unless made during a hearing, an application to the Commission or the Hearing Examiner for an order shall be by written motion that states with particularity the grounds therefor, and the relief or order

sought. If the motion is made during the hearing, an oral motion can be made to the Commission or the Hearing Examiner.

Section 11. Withdrawal of Charges

A. When Charges May be Withdrawn

Subject to approval of the Commission or the Hearing Examiner, 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 upon Withdrawal of Charges

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

Section 12. Dismissal of Charges

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

FINAL DETERMINATION

The Hearing Examiner shall present proposed findings and recommendations to the Commission at a noticed meeting of the Commission. The Commission shall make a final determination and may adopt or modify, in whole or in part, or reject the proposed findings and recommendations of the Hearing Examiner. As provided in State law, the Commission may convene in closed session to review the record and the report of the Hearing Examiner. The Commission will reconvene in open session to make a final determination.

REHEARINGS

Petitions for rehearing of persons discharged must be filed with the commission within two (2) weeks after the original final order been entered. Such petition shall be granted only where it is shown that evidence can be presented which the petitioner could not by the exercise of diligence have discovered and submitted at the original hearing or investigation, which evidence would have been sufficient if there presented to have changed the findings of the investigating officer or board. The petition shall state the grounds upon which it is based, verified by affidavit.