

**MILWAUKEE COUNTY  
CIVIL SERVICE COMMISSION MEETING**  
Thursday, June 16, 2016 2:00 p.m.  
Courthouse Room 306

**Minutes**

**ROLL CALL:**

Present: Mary Ellen Powers, Janet Cleary, Elliott Moeser, Karen Jackson.

1. The Secretary to the Civil Service Commission requests the approval of the Civil Service Commission minutes from April 21, 2016.

**Recommendation of the Department of Human Resources: Approve.**

**ACTION:** Janet Cleary made a motion to approve the minutes as provided; it was seconded by Karen Jackson.

**Ayes – 4:** Mary Ellen Powers, Janet Cleary, Elliott Moeser, and Karen Jackson.

**Noes – 0**

2. The Secretary to the Civil Service Commission forwards the approved minutes of the Milwaukee County Personnel Review Board of April 12, April 26, May 10, May 18, and May 24, 2016.

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

**ACTION:** So ordered.

3. From the Office of the County Executive, requesting to transfer upon creation the position of Director, Office of African American Affairs, to the unclassified service pursuant to Wis. Stats. 63.03(3).

**Appearances:** Nate Holton, Deputy Chief of Staff, Office of the County Executive

**ACTION:** Janet Cleary made a motion to approve the transfer; it was seconded by Karen Jackson.

**Ayes – 4:** Mary Ellen Powers, Janet Cleary, Elliott Moeser, and Karen Jackson.

**Noes – 0**

4. From Counsel to the Civil Service Commission, requesting revisions to the Civil Service Hearing Procedures.

**Appearances:** Omar Mallick, Legal Counsel to the Civil Service Commission

**ACTION:** Karen Jackson made a motion to accept the revisions to the Civil Service Hearing Procedures; it was seconded by Janet Cleary.

**Ayes – 4:** Mary Ellen Powers, Janet Cleary, Elliott Moeser, and Karen Jackson.

**Noes – 0**

5. From the Civil Service Hearing Examiner submitting recommendations relating to employee suspensions and/or charges.

**a. Janice Winkowski-Rodriguez, Registered Nurse, BHD  
Hearing Examiner – Chuck Schumacher  
Written Charges for Discharge, dated May 17, 2016**

**ACTION:** Karen Jackson made a motion to accept the retirement of Janice Winkowski-Rodriguez and close this case; it was seconded by Janet Cleary.

**Ayes – 4:** Mary Ellen Powers, Janet Cleary, Elliott Moeser, and Karen Jackson.

**Noes - 0**

**Meeting Adjournment**

**ACTION:** Janet Cleary made a motion to adjourn the meeting; it was seconded by Karen Jackson.

**Ayes – 4:** Mary Ellen Powers, Janet Cleary, Elliott Moeser, and Karen Jackson.

**Noes – 0**

Meeting adjourned at 2:21 p.m.

Approved by:

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Rick Ceschin  
Secretary to the Civil Service Commission

RC: rmj: sh  
C: Personnel Review Board

*Milwaukee County Personnel Review Board  
Meeting Minutes – June 7, 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, June 7, 2016, in Room 306 of the Milwaukee County Courthouse.

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

Mr. Dennehy announced that Susan Lueger resigned from the Personnel Review Board. The Board recognized Ms. Lueger and expressed its sincere appreciation for her service to the Board. Ms. Bruno moved. Mr. Renz seconded, and the Board, by unanimous vote (4-0), accepted Ms. Lueger's resignation and wished her their best in her personal and career endeavors.

**II. Approval of the Minutes of the May 24, 2016 Meeting**

Ms. Bruno moved, Mr. Gaytán seconded, and the Board, by unanimous vote (4-0), approved the minutes of the May 24, 2016 meeting.

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

None.

**IV. Correspondence**

None.

**V. First Appearances**

**A. DISCHARGES**

**DANIELLE ADKINS, CORRECTION OFFICER, HOUSE OF CORRECTION  
Case #2-4329 dated 05/27/2016 for HOC IA #16-064**

The Board heard the report of Attorney Paul Kuglitsch, Deputy Corporation Counsel, that Danielle Adkins, who was not present, 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 (4-0), continued the matter for hearing certain on June 21, 2016.

**CALEB KLEIN, CORRECTION OFFICER, HOUSE OF CORRECTION  
Case #2-4328 dated 05/27/2016 for HOC IA #16-065**

The Board heard the report of Attorney Paul Kuglitsch, Deputy Corporation Counsel, that Caleb Klein, who was not present, waived his right to a hearing within 21 days and requested a hearing certain. Ms. Bruno moved, Mr. Renz seconded, and the Board, by unanimous vote (4-0), continued the matter for hearing certain on June 21, 2016.

**ANTHONY BRALEY, PARKS MAINTENANCE WORKER IN CHARGE,  
PARKS**

**Case #2-4327 dated 05/23/2016**

The Board heard the report of Attorney Paul Kuglitsch, Deputy Corporation Counsel, that Anthony Braley, who was not present, waived his right to a hearing within 21 days and requested a hearing certain. Ms. Bruno moved, Mr. Gaytán seconded, and the Board, by unanimous vote (4-0), continued the matter for hearing certain on July 5, 2016.

**ROSIE LLANAS, HUMAN SERVICE WORKER-JJ, DELINQUENCY AND  
COURT SERVICES, DHHS**

**Case #2-4324 dated 05/20/2016**

The Board heard the request of Attorney Craig Johnson, for District Council 32, AFSCME, on behalf of Rosie Llanas, who was not present, that Ms. Llanas waived her right to a hearing within 21 days and requested a hearing certain. Ms. Bruno moved, Mr. Gaytán seconded, and the Board, by unanimous vote (4-0), continued the matter for hearing certain on August 2, 2016.

**JEFFERY ROBLEE, ELECTRICAL MECHANIC, DOT**

**Case #2-4325 dated 05/20/2016**

The Board heard the report of Attorney Paul Kuglitsch, Deputy Corporation Counsel, that Jeffery Roblee, who was not present, resigned from his position in County Service. The Board recognized the resignation of Jeffery Roblee and closed this case.

**JEANNINE JACOB, HUMAN SERVICE WORKER-AGING, DEPARTMENT  
ON AGING**

**Case #2-4326 dated 05/20/2016**

The Board heard the report of Attorney Paul Kuglitsch, Deputy Corporation Counsel, that the appointing authority is withdrawing the charges for discharge against Jeanine Jacob. The Board acknowledged the withdrawal of the charges for discharge and closed this case.

**KURT IGOWSKI, PARKS/HIGHWAY MAINTENANCE WORKER, PARKS**

**Case #2-4323 dated 05/18/2016**

(See Item VII.A. below)

**VI. Update**

**A. DISCHARGE**

**SUSAN BORN, HUMAN SERVICE WORKER, DHHS**

**Case #2-4261 dated 09/21/2015**

The Board heard the report of Attorney Paul Kuglitsch, Deputy Corporation Counsel, that Susan Born's application for disability retirement will be before the Milwaukee County Pension Board for approval on June 15, 2016. Attorney Craig Johnson, for District Council 32, AFSCME, on behalf of Ms. Born, concurred. Ms. Bruno moved, Mr. Gaytán seconded, and the Board, by unanimous vote (4-0), continued the matter for an update report on June 21, 2016.

## VII. Hearings

### A. DISCHARGES

**KURT IGOWSKI, PARKS/HIGHWAY MAINTENANCE WORKER, PARKS  
Case #2-4323 dated 05/18/2016**

*At 10:54 a.m., Ms. Bruno moved, Mr. Renz seconded, and the Board voted 4-0 to go into closed session to deliberate on the Kurt Igowski matter. At 11:00 a.m., the Board reconvened in open session.*

Ms. Bruno moved, Mr. Gaytán seconded, and the Board, by unanimous vote (4-0), found the evidence was sufficient to sustain violations of Civil Service Rule VII, Section 4(1), paragraph (cc), and upheld the charges for discharge.

**CANDYCE KILGORE, CLERICAL ASSISTANT I, CHILD SUPPORT  
SERVICES**

**Case #2-4320 dated 04/29/2016**

*At 4:51 p.m., Ms. Bruno moved, Mr. Renz seconded, and the Board voted 4-0 to go into closed session to deliberate on the Candyce Kilgore and Teri-Anne Eulberg matters. At 5:35 p.m., the Board reconvened in open session.*

Ms. Bruno moved, Mr. Renz seconded, and the Board, by unanimous vote (4-0), found the evidence was sufficient to sustain violations of Civil Service Rule VII, Section 4(1), paragraph (y), and upheld the charges for discharge.

**TERI-ANNE EULBERG, DISPATCHER, OFFICE OF EMERGENCY  
MANAGEMENT**

**Case #2-4316 dated 04/19/2016**

*At 4:51 p.m., Ms. Bruno moved, Mr. Renz seconded, and the Board voted 4-0 to go into closed session to deliberate on the Candyce Kilgore and Teri-Anne Eulberg matters. At 5:35 p.m., the Board reconvened in open session.*

Ms. Bruno moved, Mr. Renz seconded, and the Board, by unanimous vote (4-0), found the evidence was sufficient to sustain violations of Civil Service Rule VII, Section 4(1), paragraphs (l), (t), and (u), and upheld the charges for discharge.

**ALISA BUTLER, JUVENILE CORRECTION OFFICER, DHHS**

**Case #2-4318 dated 04/21/2016**

The Board heard the request of Attorney Craig Johnson, for District Council 32, AFSCME, to schedule the matter of Alisa Butler for periodic updates during the pendency of Ms. Butler's disability retirement application. Attorney Paul Kuglitsch, Deputy Corporation Counsel, appearing on behalf of the appointing authority, requested the Board proceed to hearing as scheduled. Ms. Bruno moved, Mr. Gaytán seconded, and the Board, by unanimous vote (4-0), delayed the hearing of Alisa Butler pending clarification from the Milwaukee County Pension Board as to whether the discharge of Alisa Butler would affect her rights to disability retirement, including any appeal rights to an adverse decision. Ms. Bruno moved, Mr. Renz seconded, and

the Board, by unanimous vote (4-0), continued the matter for hearing certain on July 5, 2016.

**VIII. Adjournment**

Mr. Renz moved, Mr. Gaytán seconded, and the Board, by unanimous vote (4-0), adjourned the meeting at 5:38 p.m.

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

*Milwaukee County Personnel Review Board  
Meeting Minutes – June 21, 2016*

**I. Roll Call**

Board President Daniel Dennehy called to order the regular meeting of the Personnel Review Board at 9:03 a.m. on Tuesday, June 21, 2016, in Room 203-R of the Milwaukee County Courthouse.

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

**II. Approval of the Minutes of the June 7, 2016 Meeting**

Ms. Bruno moved, Mr. Gaytán seconded, and the Board, by unanimous vote (3-0), approved the minutes of the June 7, 2016 meeting.

**III. Election of the Vice President of the Personnel Review Board**

Mr. Dennehy moved, Ms. Bruno seconded, and the Board, by vote of 2-0 with Mr. Gaytán abstaining, elected Rufino Gaytán III Vice President of the Personnel Review Board.

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

None.

**V. Correspondence**

Ms. Rebecca M. Janz, Administrator, reported that the Attorney for the Pension Board will provide a written opinion as to whether action by the Personnel Review Board regarding the charges against Alisa Butler would affect her application for disability retirement or her ability to appeal an adverse decision by the Pension Board regarding her application.

**VI. First Appearances**

**A. DISCHARGES**

**KURTEANA DENSON, CORRECTION OFFICER I, OFFICE OF THE SHERIFF**

**Case #2-4330 dated 06/7/2016 for IA #16-085**

The Board heard the report of Attorney Paul Kuglitsch, Deputy Corporation Counsel, that Kurteana Denson, who was not present, waived her right to a hearing within 21 days and requested a hearing certain. Ms. Bruno moved, Mr. Gaytán seconded, and the Board, by unanimous vote (3-0), continued the matter for hearing certain on August 30, 2016.

**RODRIGO CASTANEDA, FACILITIES WORKER 2, DAS**

**Case #2-4331 dated 06/14/2016**

(See Item VIII.A. below)

## **VII. Update**

### **A. DISCHARGE**

#### **SUSAN BORN, HUMAN SERVICE WORKER, DHHS**

##### **Case #2-4261 dated 09/21/2015**

The Board heard the report of David Eisner, Staff Representative, District Council 32, AFSCME, that Susan Born's application for disability retirement will be before the Milwaukee County Pension Board for approval on July 27, 2016. Mr. Eisner requested the Board continue the matter for update on August 2, 2016. Attorney Paul Kuglitsch, Deputy Corporation Counsel for the appointing authority, had no objection. Ms. Bruno moved, Mr. Gaytán seconded, and the Board, by unanimous vote (3-0), continued the matter for an update report on August 2, 2016.

## **VIII. Hearings**

### **A. DISCHARGES**

#### **MICHAEL MARSHELL, JUVENILE CORRECTION OFFICER, DHHS**

##### **Case #2-4322 dated 05/11/2016**

The Board heard the report of Attorney Paul Kuglitsch, Deputy Corporation Counsel, that Michael Marshell, who was not present, resigned from his position in County Service. The Board acknowledged the resignation of Michael Marshell and closed this case.

#### **CALEB KLEIN, CORRECTION OFFICER, HOUSE OF CORRECTION**

##### **Case #2-4328 dated 05/27/2016 for HOC IA #16-065**

The Board heard the report of Attorney Paul Kuglitsch, Deputy Corporation Counsel, that Caleb Klein, who was not present, resigned from his position in County Service. The Board acknowledged the resignation of Caleb Klein and closed this case.

#### **RODRIGO CASTANEDA, FACILITIES WORKER 2, DAS**

##### **Case #2-4331 dated 06/14/2016**

*At 9:44 a.m., Ms. Bruno moved, Mr. Gaytán seconded, and the Board voted 3-0 to go into closed session to deliberate on the Rodrigo Castaneda and Danielle Adkins matters, discuss the Tietjen appeal, and address personnel matters. At 10:15 a.m., the Board reconvened in open session.*

Ms. Bruno moved, Mr. Gaytán seconded, and the Board, by unanimous vote (3-0), found the evidence was sufficient to sustain violations of Civil Service Rule VII, Section 4(1), paragraphs (l) and (o), and upheld the charges for discharge.

**DANIELLE ADKINS, CORRECTION OFFICER, HOUSE OF CORRECTION  
Case #2-4329 dated 5/27/2016 for HOC IA #16-064**

*At 9:44 a.m., Ms. Bruno moved, Mr. Gaytán seconded, and the Board voted 3-0 to go into closed session to deliberate on the Rodrigo Castaneda and Danielle Adkins matters, discuss the Tietjen appeal, and address personnel matters. At 10:15 a.m., the Board reconvened in open session.*

Ms. Bruno moved, Mr. Gaytán seconded, and the Board, by unanimous vote (3-0), found the evidence was sufficient to sustain violations of Civil Service Rule VII, Section 4(1), paragraphs (l) and (t), and upheld the charges for discharge.

**IX. Discussion of Tietjen Appeal and Motion to Amend Complaint**

*At 9:44 a.m., Ms. Bruno moved, Mr. Gaytán seconded, and the Board voted 3-0 to go into closed session to deliberate on the Rodrigo Castaneda and Danielle Adkins matters, discuss the Tietjen appeal, and address personnel matters. At 10:15 a.m., the Board reconvened in open session.*

**X. Personnel Matters**

*At 9:44 a.m., Ms. Bruno moved, Mr. Gaytán seconded, and the Board voted 3-0 to go into closed session to deliberate on the Rodrigo Castaneda and Danielle Adkins matters, discuss the Tietjen appeal, and address personnel matters. At 10:15 a.m., the Board reconvened in open session.*

**XI. Adjournment**

Ms. Bruno moved, Mr. Gaytán seconded, and the Board, by unanimous vote (3-0), adjourned the meeting at 10:16 a.m.

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

*Milwaukee County Personnel Review Board  
Meeting Minutes – July 5, 2016*

**I. Roll Call**

Acting Chairperson Rufino Guytán III called to order the regular meeting of the Personnel Review Board at 9:00 a.m. on Tuesday, July 5, 2016, in Room 203-R of the Milwaukee County Courthouse.

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

**II. Approval of the Minutes of the June 21, 2016 Meeting**

Ms. Bruno moved, Mr. Gaytán seconded, and the Board voted 2-0 with Mr. Renz abstaining, to approve the minutes of the June 21, 2016 meeting.

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

None.

**IV. Correspondence**

None.

**V. First Appearances**

**A. DISCHARGES**

**TONY HERNANDEZ, FACILITIES WORKER SECURITY, OFFICE OF THE SHERIFF**

**Case #2-4336 dated 06/14/2016 for IA #16-060**

The Board heard the report of Tony Hernandez, who was present, that he waived his right to a hearing within 21 days and requested a hearing certain. Ms. Bruno moved, Mr. Renz seconded, and the Board, by unanimous vote (3-0), continued the matter for hearing certain on August 2, 2016.

**TERRY SCHMIT, DEPUTY SHERIFF 1, OFFICE OF THE SHERIFF**

**Case #2-4337 dated 06/14/2016 for IA #16-024**

The Board heard the report of Attorney Molly Zillig, Assistant Corporation Counsel, that Terry Schmit, who was not present, waived his right to a hearing within 21 days and requested a hearing certain on September 13, 2016. Ms. Bruno moved, Mr. Renz seconded, and the Board, by unanimous vote (3-0), continued the matter for hearing certain on September 13, 2016.

**B. SUSPENSIONS****TONYA KUYKENDOLL, CORRECTION OFFICER 1, OFFICE OF THE SHERIFF****Case #2-4332 dated 06/14/2016 for IA #16-083**

The Board heard the report of Attorney Molly Zillig, Assistant Corporation Counsel, that Tonya Kuykendoll, who was not present, waived her right to a hearing and accepted her suspension. The Board received a copy of the waiver. Ms. Bruno moved, Mr. Renz seconded, and the Board, by unanimous vote (3-0), accepted the waiver and closed this case.

**CORIN JONES, CORRECTION OFFICER 1, OFFICE OF THE SHERIFF****Case #2-4333 dated 06/14/2016 for IA #16-081**

The Board heard the report of Attorney Molly Zillig, Assistant Corporation Counsel, that Corin Jones, who was not present, waived her right to a hearing and accepted her suspension. The Board received a copy of the waiver. Ms. Bruno moved, Mr. Renz seconded, and the Board, by unanimous vote (3-0), accepted the waiver and closed this case.

**CHAD HALDEMANN, DEPUTY SHERIFF 1, OFFICE OF THE SHERIFF****Case #2-4334 dated 06/14/2016 for IA #16-071**

The Board heard the report of Attorney Molly Zillig, Assistant Corporation Counsel, that Chad Haldemann, who was not present, waived his right to a hearing within 21 days and requested a hearing certain. Ms. Bruno moved, Mr. Renz seconded, and the Board, by unanimous vote (3-0), continued the matter for hearing certain on August 30, 2016.

**BRIAN FOX, DEPUTY SHERIFF 1, OFFICE OF THE SHERIFF****Case #2-4335 dated 06/14/2016 for IA #16-029**

The Board heard the report of Attorney Molly Zillig, Assistant Corporation Counsel, that Brian Fox, who was not present, waived his right to a hearing within 21 days and requested a hearing certain. Ms. Bruno moved, Mr. Renz seconded, and the Board, by unanimous vote (3-0), continued the matter for hearing certain on August 30, 2016.

## **VI. Hearings**

### **A. DISCHARGES**

#### **ALISA BUTLER, JUVENILE CORRECTION OFFICER, DHHS**

##### **Case #2-4318 dated 04/21/2016**

*At 9:43 a.m., Ms. Bruno moved, Mr. Renz seconded, and the Board voted 3-0 to go into closed session to deliberate on the Alisa Butler and Anthony Braley matters and to address personnel matters. At 10:04 a.m., the Board reconvened in open session.*

Ms. Bruno moved, Mr. Renz seconded, and the Board, by unanimous vote (3-0), found the evidence was sufficient to sustain violations of Civil Service Rule VII, Section 4(1), paragraph (t), and upheld the charges for discharge.

#### **ANTHONY BRALEY, PARKS MAINTENANCE WORKER IN-CHARGE, PARKS**

##### **Case #2-4327 dated 05/23/2016**

*At 9:43 a.m., Ms. Bruno moved, Mr. Renz seconded, and the Board voted 3-0 to go into closed session to deliberate on the Alisa Butler and Anthony Braley matters and to address personnel matters. At 10:04 a.m., the Board reconvened in open session.*

Ms. Bruno moved, Mr. Renz seconded, and the Board, by unanimous vote (3-0), found the evidence was sufficient to sustain violations of Civil Service Rule VII, Section 4(1), paragraph (t), and upheld the charges for discharge.

## **VII. Personnel Matters**

*At 9:43 a.m., Ms. Bruno moved, Mr. Renz seconded, and the Board voted 3-0 to go into closed session to deliberate on the Alisa Butler and Anthony Braley matters and to address personnel matters. At 10:04 a.m., the Board reconvened in open session.*

## **VIII. Adjournment**

Mr. Renz moved, Ms. Bruno seconded, and the Board, by unanimous vote (3-0), adjourned the meeting at 10:05 a.m.

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

*Milwaukee County Personnel Review Board  
Meeting Minutes – August 2, 2016*

**I. Roll Call**

Board president Daniel Dennehy called to order the regular meeting of the Personnel Review Board at 9:03 a.m. on Tuesday, August 2, 2016, in Room 203-R of the Milwaukee County Courthouse.

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

**II. Approval of the Minutes of the July 5, 2016 Meeting**

Ms. Bruno moved, Mr. Gaytán seconded, and the Board voted 2-0, with Mr. Dennehy abstaining, to approve the minutes of the July 5, 2016 meeting.

**III. Resignation of Administrator**

Mr. Dennehy announced that Rebecca Janz provided notification to the Board that she has resigned as PRB/Ethics Board Administrator. Her last day in County Service will be August 26, 2016. The Board expressed its sincere appreciation for her service and thanked her for her efforts. The Board wished her well in her future endeavors.

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

None.

**V. Correspondence**

None.

**VI. First Appearances**

**A. DISCHARGES**

**JEANNINE JACOB, HUMAN SERVICE WORKER, DEPARTMENT ON AGING**

**Case #2-4339 dated 07/15/2016**

The Board heard the report of Attorney Carrie Theis, Assistant Corporation Counsel, that Jeannine Jacob, who was not present, waived her right to a hearing within 21 days and requested her hearing be rescheduled. Ms. Bruno moved, Mr. Gaytán seconded, and the Board, by unanimous vote (3-0), continued the matter for hearing certain on August 16, 2016.

**KYLE KAPPEL, CORRECTION OFFICER 1, HOUSE OF CORRECTION**

**Case #2-4340 dated 07/20/2016 for HOC IA #16-096**

The Board heard the report of Attorney Carrie Theis, Assistant Corporation Counsel, that Kyle Kappel, who was not present, resigned from his position in County Service. The Board received a copy of the resignation. The Board recognized the resignation of Kyle Kappel and closed this case.

**KENYA JENKINS, ENGINEERING TECHNICIAN, DOT****Case #2-4341 dated 07/21/2016**

The Board heard the report of Kenya Jenkins, who was present, that he waived his right to a hearing within 21 days and requested a hearing certain on September 13, 2016. Attorney Carrie Theis, Assistant Corporation Counsel, on behalf of the appointing authority, agreed to continue the matter to the requested date. Ms. Bruno moved, Mr. Gaytán seconded, and the Board, by unanimous vote (3-0), continued the matter for hearing certain on September 13, 2016.

**VII. Updates****A. DISCHARGES****SUSAN BORN, HUMAN SERVICE WORKER, DHHS****Case #2-4261 dated 09/21/2016**

The Board heard the report of Attorney Craig Johnson, for District Council 32, AFSCME, that Susan Born, who was not present, was granted disability retirement by the Pension Board. The Board recognized the retirement of Susan Born and closed this case.

**LYNDA SHEARN, ACCOUNTANT 2, DOT****Case #2-4338 dated 07/01/2016**

The Board heard the report of Attorney Craig Johnson, for District Council 32, AFSCME, that Lynda Shearn, who was not present, retired from her position in County Service. The Board recognized the retirement of Lynda Shearn and closed this case.

**DONEISHIA CRAWFORD, CORRECTION OFFICER, HOUSE OF CORRECTION****Case #2-4317 dated 04/19/2016 for HOC IA #15-167B**

The Board heard the report of Attorney Craig Johnson, for District Council 32, AFSCME, that Doneishia Crawford, who was not present, resigned from her position in County Service. The Board received a copy of the resignation. The Board recognized the resignation of Doneishia Crawford and closed this case.

**VIII. Hearings****A. DISCHARGES****ROSIE LLANAS, HUMAN SERVICE WORKER, DELINQUENCY AND COURT SERVICES, DHHS****Case #2-4324 dated 05/20/2016**

The Board heard the report of Attorney Craig Johnson, for District Council 32, AFSCME, that Rosie Llanas, who was not present, resigned from her position in County Service. The Board received a copy of the resignation. The Board recognized the resignation of Rosie Llanas and closed this case.

**TONY HERNANDEZ, FACILITIES WORKER SECURITY, OFFICE OF THE SHERIFF**

**Case #2-4336 dated 06/14/2016 for IA #16-060**

*At 2:18 p.m., Ms. Bruno moved, Mr. Gaytán seconded, and the Board voted 3-0 to go into closed session to deliberate on the Tony Hernandez matter and to discuss pending litigation matters. At 2:43 p.m., the Board reconvened in open session.*

Ms. Bruno moved, Mr. Gaytán seconded, and the Board, by unanimous vote (3-0), found the evidence was sufficient to sustain violations of Civil Service Rule VII, Section 4(1), paragraphs (l) and (t), and upheld the charges for discharge.

**IX. Litigation Updates**

*At 2:18 p.m., Ms. Bruno moved, Mr. Gaytán seconded, and the Board voted 3-0 to go into closed session to deliberate on the Tony Hernandez matter and to discuss pending litigation matters. At 2:43 p.m., the Board reconvened in open session.*

**X. Introduction of Attorney Michael Casey to the Board**

*At 10:37 a.m., Ms. Bruno moved, Mr. Gaytán seconded, and the Board voted 3-0 to go into closed session to introduce the newly contracted counsel for the Board, Michael Casey of Husch Blackwell, LLP. At 10:52 a.m., the Board reconvened in open session.*

**XI. Adjournment**

Mr. Gaytán moved, Ms. Bruno seconded, and the Board, by unanimous vote (3-0), adjourned the meeting at 2:44 p.m.

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



DEPARTMENT OF HEALTH & HUMAN SERVICES  
BEHAVIORAL HEALTH DIVISION

# Milwaukee County

HÉCTOR COLÓN • Director  
MICHAEL LAPPEN, MS, LPC • Division Administrator

July 20, 2016

Dear Ms. Mitchell,

I respectfully request to transfer the MCBHD Director of Outpatient Treatment Programs from classified service to unclassified service.

This position is charged with the development, implementation, community integration, and staff selection for an expansion of the outpatient treatment programs for Milwaukee County residents to access mental health and alcohol and substance abuse services. This new leader will oversee the internal operations of outpatient treatment programs as well as ongoing monitoring of externally contracted mental health and alcohol and substance abuse outpatient services. This will include all existing and potentially new day treatment programs, partial hospital programs, intensive outpatient programs, and outpatient clinic services. This will provide new levels of support and services for individuals in a new continuum of outpatient treatment services, and this position will lead the development and all operations of these services.

The Director of Outpatient Treatment Programs will provide leadership to the management teams for the staffing development for all levels of service providers including registered nurses and Master level clinicians. Lastly, this director will be responsible for assuring a high quality, safe, and effective delivery of clinical services for individuals in need of mental and/or substance abuse services.

In summary, the Milwaukee County Behavioral Health Division is redesigning the behavioral health network of Milwaukee County and must increase access to services to achieve this. This strategy will drastically increase the services provided and the number of Milwaukee County residents receiving services in a timely, cost-effective, efficient manner.

The implementation of these additional outpatient treatment programs requires a leader that has 100% accountability and ability to manage early release and appointment brought about by the critical judgment of the Deputy Administrator of the Community Access to Recovery Services of the Milwaukee County Behavioral Health Division.

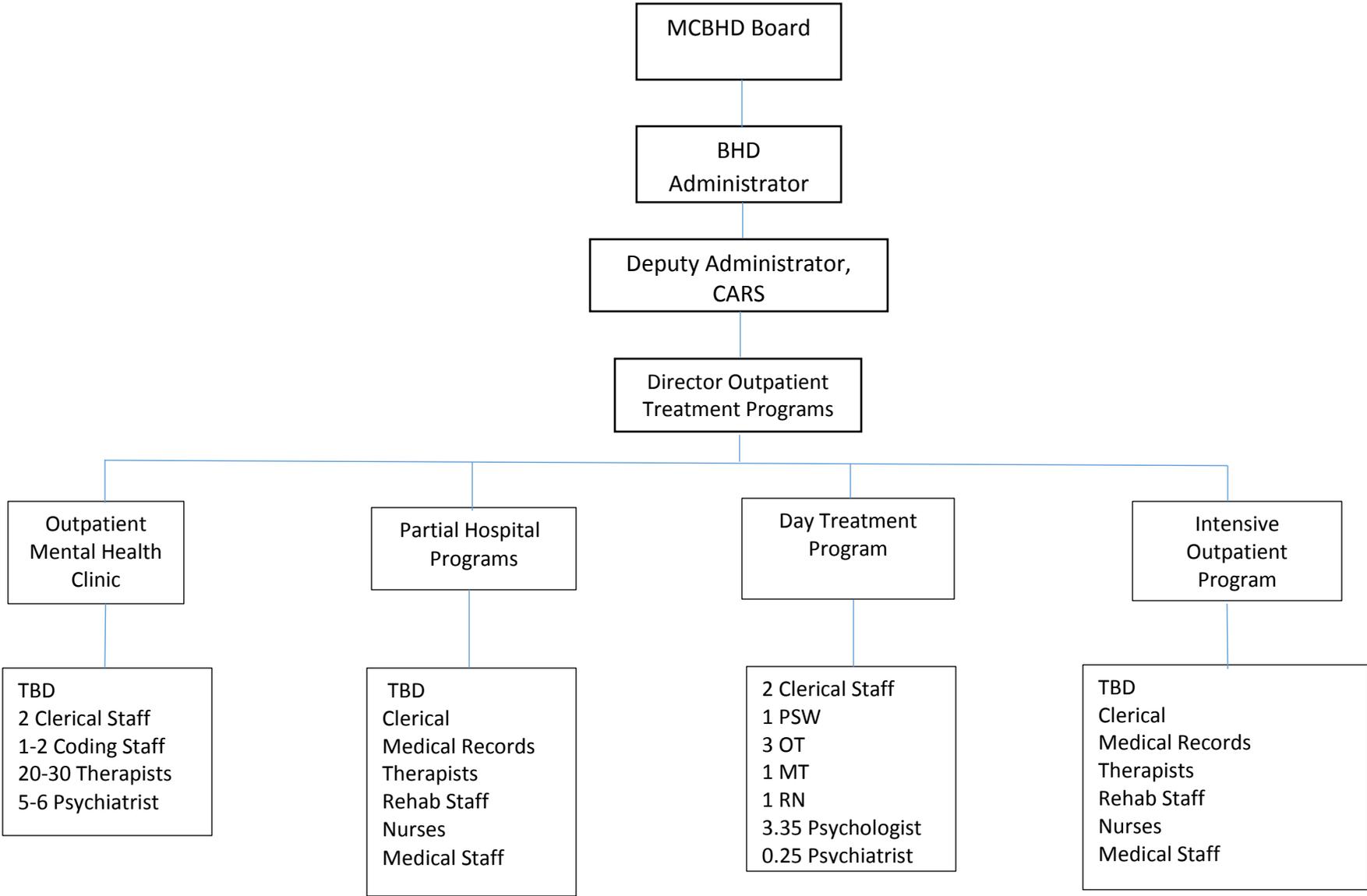
Your thoughtful consideration is appreciated.

Sincerely,

Amy Lorenz, MSSW, LCSW  
Deputy Administrator, Community Access to Recovery Services  
Milwaukee County Behavioral Health Division

# Organizational Chart

## Milwaukee County Behavioral Health Division Director of the Community Centers





### 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:**

<b>Department (High Org):</b>	6300	<b>Division (Low Org):</b>	6413
<b>Contact for this Study</b>	Name: J. Kuehl and A. Lorenz	Email: JUSTIN.KUEHL@MILWAUKEECOUNTYWI.GOV	
	Title: Director of Outpatient Tx Prog	Phone: 257-5848	
<b>Current Job Title:</b>	Director of Outpatient Treatment Programs for MCBHD		
<b>Job Reports To:</b>	Title: Deputy Administrator, CARS		
<b>Request Type:</b>	<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:**

<b>1. Attach an organizational chart.</b>
<b>2. Explain the events or changes that made this request necessary.</b>
Necessary administrative leadership position providing oversight for the internal operations of BHD outpatient treatment programs as well as ongoing monitoring of externally contracted programs. At minimum, this will include all existing and potential day treatment programs, partial hospital programs, and intensive outpatient programs. A designated clinic administrator is required for certification purposes of such programs.

**C. ABOUT THE JOB:**

<b>Job Status:</b>	<input checked="" type="checkbox"/> Regular Full-Time	<input type="checkbox"/> Regular Part-Time	<input type="checkbox"/> Seasonal	<input type="checkbox"/> Contract
<b>Shift:</b>	<input checked="" type="checkbox"/> Day	<input type="checkbox"/> Evening	<input type="checkbox"/> Night	<input type="checkbox"/> Other:
<b>Hours Per Week:</b>	<input checked="" type="checkbox"/> >40 Hours	<input type="checkbox"/> 32-40 Hours	<input type="checkbox"/> 20-32 Hours	<input type="checkbox"/> <20 Hours
<b>Travel:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No    If Yes, % Travel			
<b>Will This Job Supervise/Manage?</b>	<input type="checkbox"/> Supervise	<input checked="" type="checkbox"/> Manage	<input type="checkbox"/> N/A	# of Direct Reports: 13

**D. JOB SUMMARY:**

Briefly state, in several sentences, the principle purpose or function of the job. Respond by describing <b>What</b> the job is, <b>What</b> its major objective is, and <b>Why</b> does it exist.
To ensure that persons with severe and persistent mental illness receive quality care that promotes recovery. Accomplishment of this requires management of staff, program development, and ongoing coordination and management of all day treatment programs, partial hospital programs, and intensive outpatient programs. This position must maintain program certification under the relevant statutes and meet Medicaid billing standards.

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 type="checkbox"/> Original <input checked="" type="checkbox"/> New	Job Duty: Manage daily functioning of all outpatient treatment programs	% of Time: 25
	<i>Descriptive:</i> Address daily clinical and staffing issues as they arise by coordinating both short and long term coverage of programming. Consult with staff/treatment directors/other discipline heads/administrator in problem solving. Effectively communicate with staff.		
2.	<input type="checkbox"/> Original <input checked="" type="checkbox"/> New	Job Duty: Quality assurance & development of all outpatient treatment programs	% of Time: 20
	<i>Descriptive:</i> Monitor and maintain program compliance with relevant statutory regulations pertaining to the practice of psychotherapy and outpatient mental health services. Compile and evaluate program outcome data. Assess needs and continue further development of the programs.		
3.	<input type="checkbox"/> Original <input checked="" type="checkbox"/> New	Job Duty: Develop relevant policies and procedures and monitor compliance	% of Time: 20
	<i>Descriptive:</i> Maintain all policies and procedures as required for clinic and program certification (e.g., DHS 35, DHS 61.75, DHS 124). Provide initial training for all new staff members. Monitor ongoing training needs for all staff.		
4.	<input type="checkbox"/> Original <input checked="" type="checkbox"/> New	Job Duty: Monitor and maintain compliance with billing practices	% of Time: 10
	<i>Descriptive:</i> Work collaboratively with BHD Fiscal Department in setting billing policy and monitoring compliance. Maintain policy regarding fees and payment requirements. Possess thorough knowledge of Medicaid billing requirements and apply them to all programs.		
5.	<input type="checkbox"/> Original <input checked="" type="checkbox"/> New	Job Duty: Monitor staff competency and facilitate staff development	% of Time: 5
	<i>Descriptive:</i> Audit for quality and completion of work duties, provide informal and formal (performance appraisal) feedback, coordinate inservices, meetings, written materials, approval for external training, etc. Work with employee on establishing goals and provide support.		
6.	<input type="checkbox"/> Original <input checked="" type="checkbox"/> New	Job Duty: Maint. physical resources, monitor enviro. and supplies, purchasing	% of Time: 5
	<i>Descriptive:</i> Prepare and approve purchase requests for supplies. Facilitate maintenance of equipment. Participate in Environmental Rounds and Infection Prevention Rounds. Address issues (repair of items, education of staff, etc.) as needed.		
7.	<input type="checkbox"/> Original <input checked="" type="checkbox"/> New	Job Duty: Maintain staffing levels	% of Time: 5
	<i>Descriptive:</i> Maintain adequate staff levels through management of staff positions. Recruit, interview, hire as needed in collaboration with associated disciplines (e.g., psychology, nursing). Coordinate the approval of time off/LAP with program needs.		
8.	<input type="checkbox"/> Original <input checked="" type="checkbox"/> New	Job Duty: Participate in BHD committees	% of Time: 5
	<i>Descriptive:</i> Represent outpatient programs as a member of the BHD Management Team. Work with other managers to review quality and implement change.		
9.	<input type="checkbox"/> Original <input checked="" type="checkbox"/> New	Job Duty: Address patient concerns and/or grievances	% of Time: 5
	<i>Descriptive:</i> Listen to patient concerns, investigate facts, consider alternatives, problem solve and mediate solutions, communicate with regulatory bodies when needed, consult/communicate with administrators. Document and maintain records.		
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)	n/a			n/a
2. Hand Tools/Instruments: (i.e. Power Tools, PC's, office or laboratory equipment, weapons, etc.)	X			1. Copy/fax/scanner 2. Computer
3. Driving required?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			

**G. JOB COMPETENCIES**

<b>Internal Contacts:</b> 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.

<b>External Contacts:</b> 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 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.

<b>Communication Skills:</b> 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 type="checkbox"/>	Prepare and/or present written communications that pertain to controversial and complex topics.

<b>Decision-Making:</b> 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.

<b>Complexity, Judgment and Problem Solving:</b> Please select all that apply. <span style="float: right;">Item 3.0</span>	
<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.

<b>Supervisory/Managerial:</b> If applicable, select the appropriate level of responsibility.	
<input type="checkbox"/>	<b>Level 1</b> 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"/>	<b>Level 2</b> 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"/>	<b>Level 3</b> 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"/>	<b>Level 4</b> Scheduling, supervision, and evaluation of work as a superior of "managers". Administers through subordinate managers, departmental multi-function programs or operations.
<input type="checkbox"/>	<b>Level 5</b> Scheduling, supervision, and evaluation of work as a superior of those in level 4.

<b>List the names of the Department(s)/Division(s) supervised/managed by this job:</b>	
<ul style="list-style-type: none"> <li>• BHD Day Treatment Programs: Partial Hospital Programs and Intensive Outpatient Programs</li> <li>• Externally contracted outpatient treatment programs</li> <li>• Potential for creation and oversight of additional outpatient programs</li> </ul>	

Are there subordinate supervisors/managers reporting to this job?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, how many?
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<b>Fiscal Responsibility:</b>		
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? \$2.9 MIL.

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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.

<b>PHYSICAL DEMANDS</b>		<b>N/A</b>	<b>Seldom (&lt;25%)</b>	<b>Occasional (25% - 50%)</b>	<b>Frequent (50% - 75%)</b>	<b>Always (&gt;75%)</b>
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 type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>
Manual Dexterity		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Upper Extremity Repetitive Motion		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting/Carrying	25 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing/Pulling	25 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>NON-PHYSICAL DEMANDS</b>		<b>N/A</b>	<b>Seldom (&lt;25%)</b>	<b>Occasional (25% - 50%)</b>	<b>Frequent (50% - 75%)</b>	<b>Always (&gt;75%)</b>
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 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"/>				
<b>ENVIRONMENTAL DEMANDS</b>		<b>N/A</b>	<b>Seldom (&lt;25%)</b>	<b>Occasional (25% - 50%)</b>	<b>Frequent (50% - 75%)</b>	<b>Always (&gt;75%)</b>
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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Temperature Extremes		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:		<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.)

<b>DEMANDS/DEADLINES:</b> 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**

<b>EDUCATION</b>	
Please indicate the MINIMUM educational level required:	
<input type="checkbox"/>	HS Diploma/GED
<input type="checkbox"/>	Associate's Degree Area of specialization/major:
<input type="checkbox"/>	Bachelor's Degree Area of specialization/major:
<input checked="" type="checkbox"/>	Graduate Degree Area of specialization/major: Masters Degree
<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:

<b>WORK EXPERIENCE</b>	
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> Mental Health Outpatient Services

<b>SUPERVISORY/MANAGEMENT EXPERIENCE</b>	
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> Mental Health
<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> Mental Health Outpatient Services

<b>LICENSE/CERTIFICATION:</b>
What license(s), certification/certificate(s), registration(s), or other regulatory requirements/training: Masters or Doctorate degree and a license issued in Wisconsin as a mental health professional (profession may vary)

**J. ADDITIONAL COMMENTS**

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

K. SIGNATURES:

Item 3.0

<b>SUPERVISOR'S/MANAGER'S CONFIRMATION:</b> I have completed and/or reviewed the contents of this job evaluation questionnaire and consent to its accuracy.	
Supervisor/Manager Signature: <i>Amy Lovenz, MSSW, LCSW</i>	Date: 4-25-16
Department/Division Head Signature: <i>Alicia Modjeska, Interim Administrator</i>	Date: 4-25-16

Email the completed form to: [HRCompensation@milwcnty.com](mailto: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:



OFFICE OF THE COUNTY EXECUTIVE  
*Milwaukee County*

CHRIS ABELE • COUNTY EXECUTIVE

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

FROM: Office of the County Executive *YMF*

RE: Request to Unclassify, Office on African American Affairs Community  
 Engagement Coordinator

DATE: August 10, 2016

Please consider this memo to serve as a formal request to present the above listed position to the Civil Service Commission to establish the Office on African American Affairs (OAAA) Community Engagement Coordinator as unclassified.

The Office on African American Affairs was created with the mission of “recognizing and resolving the County’s racial inequities for the benefit of all of its citizenry, and for the region to achieve its full potential”<sup>1</sup> The County Board and County Executive agreed to administratively create the Office on African American Affairs as a new County Department.<sup>2</sup>

The OAAA Community Engagement Coordinator will be responsible for coordinating community interaction regarding OAAA activities and will act as a resource for county leadership on engaging with the community regarding office initiatives. Pursuant to guidelines reviewed and approved by the Civil Service Commission at their February 18, 2016 meeting, the position will require confidentiality related to the need to represent and act as a spokesperson for the OAAA, the County Executive, and Milwaukee County generally on matters related to African American issues.

Similar to the Parks Marketing and Communications Manager, the OAAA Community Engagement Coordinator will be held to high standards to ensure accuracy of information, timeliness, and appropriate context while maintaining positive and respectful relationships with dozens of community organizations and community leaders. Analogous to the County Executive Office Community Relations Director, the position will work closely with other Milwaukee County departments, including the County Executive’s Office, to prepare and direct public information and community relations functions of the Office and will serve as the point of control for information dissemination. This position will also interact with elected leaders from the City of

<sup>1</sup> File No. 15-636 “Urging the Milwaukee County Executive to develop an Office on African American Affairs.”

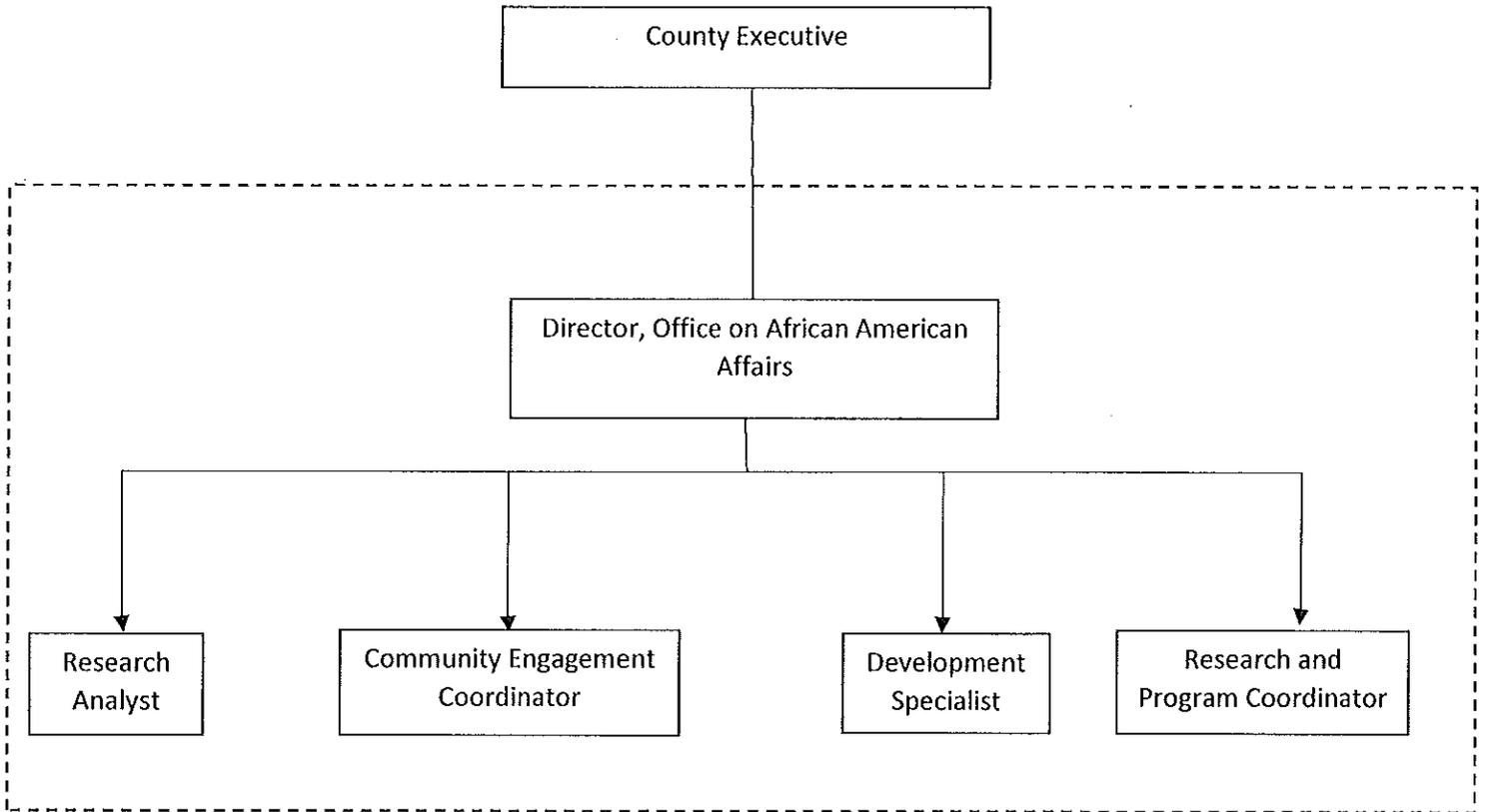
<sup>2</sup> File No. 16-342, “From the County Executive, creating the Office on African American Affairs as a new Department and authorizing the transfer of funds from the Appropriation for Contingencies to the Department

Milwaukee and other municipalities via the Milwaukee County Intergovernmental Cooperation Council (ICC) and other avenues.

The duties of this position require a high level of responsibility and the person in this position will have to exercise independent judgment and discretion. Given the complex, sensitive, and critical nature of Milwaukee's racial issues along with the public facing nature of this position, unclassifying the Office on African American Affairs Community Engagement Coordinator position is necessary to secure the best service for the county.

The position Job Evaluation Questionnaire is attached, along with the Departmental organizational chart depicting the level of the position and where it fits in the organizational structure. Thank you for your consideration in this matter.

### Office on African American Affairs Reporting Structure





## 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:**

<b>Department (High Org):</b>	<b>Division (Low Org):</b>
<b>Contact for this Study</b>	Name: Nate Holton
	Title: Deputy Chief of Staff
	Email: NATE.HOLTON@MILWAUKEECOUNTYWI.GOV
	Phone: 414-278-5281
<b>Current Job Title:</b>	Coordinator Community Engagement
<b>Current Job Code:</b>	
<b>Job Reports To:</b>	Title: Director OAAA
<b>Request Type:</b>	<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.
Development of new department

**C. ABOUT THE JOB:**

<b>Job Status:</b>	<input checked="" type="checkbox"/> Regular Full-Time	<input type="checkbox"/> Regular Part-Time	<input type="checkbox"/> Seasonal	<input type="checkbox"/> Contract
<b>Shift:</b>	<input checked="" type="checkbox"/> Day	<input type="checkbox"/> Evening	<input type="checkbox"/> Night	<input type="checkbox"/> Other:
<b>Hours Per Week:</b>	<input checked="" type="checkbox"/> >40 Hours	<input type="checkbox"/> 32-40 Hours	<input type="checkbox"/> 20-32 Hours	<input type="checkbox"/> <20 Hours
<b>Travel:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No    If Yes, % Travel 30%			
<b>Will This Job Supervise/Manage?</b>	<input type="checkbox"/> Supervise <input type="checkbox"/> Manage # of Direct Reports:			<input checked="" type="checkbox"/> N/A

**D. JOB SUMMARY:**

Briefly state, in several sentences, the principle purpose or function of the job. Respond by describing <b>What</b> the job is, <b>What</b> its major objective is, and <b>Why</b> does it exist.
This position will be responsible for coordinating community interaction regarding OAAA programs, and act as a resource for all county leadership on engaging with the community regarding office initiatives.

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 someone not familiar with this kind of work can understand it. 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%**

Item 4.0

1.	<input checked="" type="checkbox"/> Original <input type="checkbox"/> New	Job Duty: Engagement	% of Time: 20
	<i>Descriptive:</i> Organize and lead any county wide community engagement initiatives for the Office on African American Affairs		
2.	<input type="checkbox"/> Original <input type="checkbox"/> New	Job Duty:	% of Time:
	<i>Descriptive:</i>		
3.	<input checked="" type="checkbox"/> Original <input type="checkbox"/> New	Job Duty: Engagement	% of Time: 20
	<i>Descriptive:</i> Serve as an interface with the African American community for fostering engagement and support for county initiatives		
4.	<input checked="" type="checkbox"/> Original <input type="checkbox"/> New	Job Duty: Engagement	% of Time: 10
	<i>Descriptive:</i> Work with other office staff on developing and implementing programs focused on the African American community		
5.	<input checked="" type="checkbox"/> Original <input type="checkbox"/> New	Job Duty: Communications	% of Time: 20
	<i>Descriptive:</i> Manage and act as a resource regarding emerging technologies and methods related to open communications and community engagement		
6.	<input checked="" type="checkbox"/> Original <input type="checkbox"/> New	Job Duty: Communications	% of Time: 30
	<i>Descriptive:</i> Coordinate all communications efforts relative to the Office on African American Affairs, including events, email campaigns, website maintenance, and related efforts.		
7.	<input type="checkbox"/> Original <input type="checkbox"/> New	Job Duty:	% of Time:
	<i>Descriptive:</i>		
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**

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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			
3. Driving required?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			

**G. JOB COMPETENCIES**

<b>Internal/External Contacts:</b> Please select all that apply.	
<input checked="" type="checkbox"/>	Exchange of basic information with internal and/or external contacts.
<input checked="" type="checkbox"/>	Maintain sensitive or confidential information.
<input checked="" type="checkbox"/>	Explain and gather information, answer queries, or provide assistance to internal and/or external contacts.
<input checked="" type="checkbox"/>	Persuade, conform or recommend course of action with internal and/or external contacts.
<input type="checkbox"/>	Perform with a high degree of authority in securing understanding and cooperation with internal and/or external contacts.
<input type="checkbox"/>	Maintain a continuing working relationship that can have a significant effect on the success of the organization.

<b>Communication Skills:</b> 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, reports, short correspondence and memos.
<input checked="" type="checkbox"/>	Speak effectively before both internal and/or external groups.
<input checked="" type="checkbox"/>	Read, analyze, and interpret safety rules, operating/maintenance instructions and procedure manuals, scientific/technical journals and procedures, government regulations, financial and legal documents.
<input checked="" type="checkbox"/>	Prepare and/or present written communications that pertain to controversial and complex topics.

<b>Decision-Making:</b> Please select <u>only one</u> of the following:	
<input type="checkbox"/>	Makes minimal decision-making responsibility.
<input checked="" type="checkbox"/>	Makes decisions of responsibility involving evaluation of information; decisions may require development or application of alternatives or precedents.
<input type="checkbox"/>	Makes decisions of responsibility and final results that affect 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"/>	Makes decisions of responsibility and final recommendations, which may result in the formulation of strategic plans of action to achieve the broad objectives for the organization; involves long-range future planning including scope, direction and goals.

<b>Complexity, Judgment and Problem Solving:</b> Please select all that apply.	
<input checked="" type="checkbox"/>	Understand and follow instructions.
<input checked="" type="checkbox"/>	Execute decisions within limits of standard policy and procedures.
<input checked="" type="checkbox"/>	Interpret and adapt to established practices and procedures using independent judgment to meet situations to which applications are not clearly defined.
<input type="checkbox"/>	Perform within difficult or complex working conditions or situations not easily evaluated; decisions require considerable judgment, initiative and ingenuity in areas there is little precedent.
<input type="checkbox"/>	Act independently in the formulation and administration of policies and programs for major departments or functions.

<b>Please list all Technology, Systems and Software Knowledge required to perform the job:</b>			
Basic	Intermediate	Advanced	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Knowledge of all related computer and software applications, such as word processing and spreadsheets.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:

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

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- Level 1** This position has no supervisory/managerial responsibilities.
- Level 2** General instructing, scheduling and reviewing the work of others as a "lead worker"; functional supervisor only.
- Level 3** Scheduling, supervision and evaluation of work; recommends personnel actions (hiring, termination and/or pay changes).  
Are there subordinate supervisors/managers reporting to this job?  Yes  No If yes, how many?
- Level 4** Scheduling, supervision and evaluation of work; recommends personnel actions (hiring, termination and/or pay changes);  
administers through subordinate management, departmental programs or operations.  
Are there subordinate supervisors/managers reporting to this job?  Yes  No If yes, how many?

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

•

**Fiscal Responsibility:**

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

**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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking/Running	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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 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 checked="" type="checkbox"/>	<input type="checkbox"/>
Typing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing	<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 type="checkbox"/> up to 05	<input type="checkbox"/> up to 10	<input type="checkbox"/> up to 15	<input checked="" type="checkbox"/> up to 20	<input type="checkbox"/> up to 25	<input type="checkbox"/> up to 30	<input type="checkbox"/> up to
Pushing/Pulling (lbs.)	<input type="checkbox"/> up to 05	<input type="checkbox"/> up to 10	<input type="checkbox"/> up to 15	<input checked="" type="checkbox"/> up to 20	<input type="checkbox"/> up to 25	<input type="checkbox"/> up to 30	<input type="checkbox"/> up to

<b>NON-PHYSICAL DEMANDS</b>	<b>N/A</b>	<b>Seldom (&lt;25%)</b>	<b>Occasional (25% - 50%)</b>	<b>Frequent (50% - 75%)</b>	<b>Always (&gt;75%)</b>
Analysis/Reasoning	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication/Interpretation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Math/Mental Computation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reading	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sustained Mental Activity (i.e. auditing, problem solving, grant writing, composing reports)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>ENVIRONMENTAL DEMANDS</b>	<b>N/A</b>	<b>Seldom (&lt;25%)</b>	<b>Occasional (25% - 50%)</b>	<b>Frequent (50% - 75%)</b>	<b>Always (&gt;75%)</b>
Work Independently	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**WORK SCHEDULE:** Please select all that apply.

- Routine shifts 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.

**DEMANDS/DEADLINES:** Please select all that apply.

- Little or no stress created by work, employees or public.
- Intermittent or cyclical work pressures with occasional exposure to high stress work environments.
- High volume and variable work demands and deadlines that impose strain on a routine basis; frequent direct contact with individuals or exposure to highly stressful situation, demands or pressures.

**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:
<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 checked="" 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 type="checkbox"/> Five or more years	Area(s) of experience:

**SUPERVISORY/MANAGEMENT EXPERIENCE**

Please indicate the MINIMUM number of years of supervisory/management experience required.

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<input checked="" 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 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:

Date:

Department/Division Head Signature:

Date:

R. Kottun

8/10/16

Email the completed form to: [HRCompensation@milwcnty.com](mailto: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: