

**MILWAUKEE COUNTY
CIVIL SERVICE COMMISSION MEETING**
Thursday October 8, 2015, 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 August 13, 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 August 4, August 18, September 1, and September 15, 2015.

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

ACTION: So ordered.

3. Discussion and possible action on the role of Counsel to the Civil Service Commission pertaining to hearings and employee suspensions and/or discharges.

Appearances: Rick Ceschin, Secretary to the Civil Service Commission
Attorney Paul Kuglitsch, Assistant Corporation Counsel

ACTION: The Commission authorized Rick Ceschin along with Omar Mallick to work on clarifying the role of the Legal Counsel and suggest possible candidates for examiners or legal counsel.

To Convene in Closed Session for Consideration of item 4

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

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

Noes – 0

To Reconvene Into Open Session

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

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

Noes – 0

Upon reconvening in open session, the Commission took the following actions on item 4.

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

- a. **Elnovis Adams, Registered Nurse, BHD**
Hearing Examiner – Omar Mallick
Written Charges for Discharge, dated August 6, 2015

ACTION: The Commission accepted the resignation and closed the case.

- b. **Brenda Dickerson, Health Unit Clerk, BHD**
Hearing Examiner – Omar Mallick
Written Charges for Discharge, dated July 28, 2015

ACTION: Maria Monteagudo made a motion to accept the recommendation; it was seconded by Janet Cleary.

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

Noes – 0

- c. **Crystal Robinson, Assistant Office, BHD**
Hearing Examiner – Omar Mallick
Written Charges for Discharge, dated August 11, 2015

ACTION: Janet Cleary made a motion to accept the recommendation; it was seconded by Maria Monteagudo.

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

Noes – 0

- d. **John Tickner, RN, BHD**
Hearing Examiner – Omar Mallick
Written Charges for Discharge, dated August 5, 2015

ACTION: The Commission accepted the resignation and closed the case.

Meeting Adjournment

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

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

Noes – 0

Meeting adjourned at 2:47 p.m.

Approved by:

Rick Ceschin
Secretary to the Civil Service Commission

RC: rmj
C: Personnel Review Board

DRAFT

Milwaukee County Personnel Review Board
Meeting Minutes – September 29, 2015

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, September 29, 2015, in Room 203-R of the Milwaukee County Courthouse.

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

II. Approval of the Minutes of the September 15, 2015 Meeting

Ms. Bruno moved, Ms. Lueger seconded, and the Board, by unanimous vote (4-0), approved the minutes of the September 15, 2015 meeting.

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

None.

IV. Correspondence

None.

V. Update on Potential Request for Proposals for Legal Services

The Board heard the report of Rebecca M. Janz, Administrator, that the Request for Proposals for Legal Services has gone out and the deadline for bids is October 30, 2015. Once all of the bids are in, the Board will need to agree on a panel of individuals to review them.

VI. First Appearances

A. DISCHARGES

**MARK PHINISEE, Human Services Worker - JJ, JJ. DEL. & CT. SVCS
Case #2-4260, dated 09/10/15**

The Board heard the report of Attorney Paul Kuglitsch, Assistant Corporation Counsel, that Mark Phinisee, who was not present, authorized Attorney Mark Sweet, Sweet and Associates, to represent him, waived his right to a hearing within 21 days, and requested a hearing date certain. Ms. Janz confirmed that Board received correspondence from Attorney Sweet stating the same. Ms. Bruno moved, Mr. Pastrana seconded, and the Board by unanimous vote (4-0), accepted Mr. Phinisee's waiver and scheduled the matter for hearing certain on November 10, 2015.

**SUSAN BORN, Human Services Worker, DHHS DSD
Case #2-4260, dated 09/21/2015**

The Board heard the report of Staff Representative David Eisner, AFSCME District Council 32, that Susan Born, who was not present, authorized the union to represent her, waived her right to a hearing within 21 days, and requested a hearing date certain

on November 10, 2015. Attorney Paul Kuglitsch, Assistant Corporation Counsel, had no objection. Ms. Bruno moved, Mr. Pastrana seconded, and the Board by unanimous vote (4-0), accepted Ms. Born's waiver and scheduled the matter for hearing certain on November 10, 2015.

VII. Update

A. DISCHARGES

JOHN NICKEL, Parks/Highway Maintenance Worker, PARKS Case #2-4256, dated 08/13/2015

The Board heard the report of Staff Representative David Eisner, AFSCME District Council 32, that John Nickel resigned from County service. Ms. Janz confirmed that the Board received Mr. Nickel's resignation. The Board acknowledged Mr. Nickel's resignation and closed the case.

EDWARD PERO, Facilities Worker Security, SHERIFF Case #2-4250, dated 07/23/2015, for IA #15-126

The Board heard the report of Staff Representative David Eisner, AFSCME District Council 32, that Edward Pero has accepted another position with the County and started work this week. Attorney Paul Kuglitsch, Assistant Corporation Counsel, reported that the appointing authority is withdrawing the charges against Mr. Pero. Ms. Bruno moved, Mr. Pastrana seconded, and the Board by unanimous vote (4-0), accepted the withdrawal of the charges against Edward Pero and closed the case.

B. REMANDS

JACOB D. MILLER, Deputy Sheriff, SHERIFF Case #14-CV-10572, dated 09/08/2015

At 12:24 p.m., Ms. Bruno moved, Ms. Lueger seconded, and the Board voted 4-0 to go into closed session to deliberate the Jacob D. Miller matter. At 1:01 p.m., the Board reconvened in open session.

Ms. Lueger moved, Mr. Pastrana seconded, and the Board, by unanimous vote (4-0), determined to modify the re-evaluation period previously imposed on Mr. Miller to a one-year re-evaluation period starting today, September 29, 2015.

JAMES TEITJEN, Executive Director 2 – Associate Director of Social Services, DHHS

Case #13-CV-003154

Ms. Lueger moved, Mr. Pastrana seconded, and the Board by unanimous vote (4-0), scheduled for December 8, 2015, to determine whether Mr. Tietjen was a classified employee at the time he was terminated.

VIII. Hearings

A. DISCHARGES

TROY MOORE SPICER, Correction Officer I, SHERIFF

Case #2-4249, dated 07/23/2015

The Board heard the report of Staff Representative David Eisner, AFSCME District Council 32, that Troy Moore Spicer resigned from County service. Ms. Janz confirmed that the Board received Mr. Moore Spicer's resignation. The Board acknowledged Mr. Moore Spicer's resignation and closed the case.

DILLON BRIESEMEISTER, Firefighter Equipment Operator, DOT

Case #2-4217, dated 05/15/2015

The appointing authority appeared by Attorney Paul Kuglitsch, Assistant Corporation Counsel. The employee, Dillon Briesemeister, appeared personally and represented himself for most of the hearing. At the beginning of the hearing, Mr. Briesemeister asked to adjourn the hearing to a later date so he could obtain legal counsel. The Board denied Mr. Briesemeister's request as untimely because Mr. Briesemeister had over four months to secure counsel and did not alert the Board to his need for new counsel until the day of the hearing. Mr. Briesemeister renewed his motion after lunch, and the Board again denied it. Mr. Briesemeister then decided to leave the hearing.

At 1:39 p.m., Ms. Lueger moved, Mr. Pastrana seconded, and the Board voted 4-0 to go into closed session to deliberate the Dillon Briesemeister matter. At 1:56 p.m., the Board reconvened in open session.

Ms. Lueger moved, Ms. Bruno 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 (k), (m), (t), (dd), and (ff), and upheld the charges for discharge.

IX. Adjournment

Ms. Bruno moved, Mr. Pastrana seconded, and the Board, by unanimous vote (4-0), adjourned the meeting at 1:57 p.m.

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

Milwaukee County Personnel Review Board
Meeting Minutes – October 13, 2015

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, October 13, 2015, in Room 201-B of the Milwaukee County Courthouse.

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

II. Approval of the Minutes of the September 29, 2015 Meeting

Ms. Bruno moved, Ms. Lueger seconded, and the Board, by unanimous vote (4-0), approved the minutes of the September 29, 2015 meeting.

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

None.

IV. Correspondence

None.

V. First Appearances

A. DISCHARGES

ANTHONY MANNs, Correction Officer, HOC

Case #2-4262, dated 09/22/2015 for HOC IA #15-062

Case #2-4262, dated 09/22/2015 for HOC IA #15-068

The Board heard the report of Attorney Paul Kuglitsch, Assistant Corporation Counsel, that Anthony Manns, who was present, had retired from County service. The Board acknowledged Mr. Manns' retirement and closed the cases.

VI. Hearings

A. DISCHARGE

NEAL GOAD, Facilities Worker 2, DAS

Case #2-4224, dated 05/21/2015

At 9:27 a.m., Ms. Bruno moved, Ms. Lueger seconded, and the Board voted 4-0 to go into closed session to hear the Neal Goad matter. At 4:40 p.m., the Board reconvened in open session.

The Board began the hearing and heard the appointing authority's case in chief. However, due to time constraints, the Board needed to adjourn. By unanimous consent, the Board scheduled the remainder of Mr. Goad's hearing for 9:00 am on Tuesday, November 24, 2015, in the Courthouse – Room 203-R, 901 North 9th Street, Milwaukee, Wisconsin.

VII. Adjournment

Mr. Pastrana moved, Ms. Lueger seconded, and the Board, by unanimous vote (4-0), adjourned the meeting at 4:40 p.m.

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

Milwaukee County Personnel Review Board
Meeting Minutes – October 27, 2015

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, October 27, 2015, in Room 306 of the Milwaukee County Courthouse.

The following Board Members were present: Mr. Daniel Dennehy, Ms. Mary K. Bruno, and Mr. Carlos Pastrana.

II. Approval of the Minutes of the October 13, 2015 Meeting

Ms. Bruno moved, Mr. Pastrana seconded, and the Board, by unanimous vote (3-0), approved the minutes of the October 13, 2015 meeting.

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

None.

IV. Correspondence

None.

V. First Appearances

A. DISCHARGES

**DAVID GARDISON, Juvenile Correction Officer, DEL & CT SVCS
Case #2-4274 dated 10/16/2015**

The Board heard the report of Attorney Paul Kuglitsch, Assistant Corporation Counsel, that David Gardison, who was not present, waived his right to a hearing within 21 days and was seeking a hearing date certain. The PRB received a copy of the waiver. Ms. Bruno moved, Mr. Pastrana seconded, and the Board, by unanimous vote (3-0), voted to accept the waiver and schedule Mr. Gardison for hearing certain on December 22, 2015.

**JEFFERY BAUDRY, Manager Communications & Marketing, PARKS
Case #2-4273 dated 10/15/2015**

The Board heard the report of Attorney Paul Kuglitsch, Assistant Corporation Counsel, that Jeffery Baudry, who was not present, waived his right to a hearing within 21 days and was seeking a hearing date certain of December 8, 2015. The PRB received a copy of the waiver. Due to previously scheduled cases, Ms. Bruno moved, Mr. Pastrana seconded, and the Board, by unanimous vote (3-0), voted to accept the waiver and schedule Mr. Baudry for hearing certain on December 22, 2015.

SANJAY ADELL, Juvenile Correction Officer, DEL & CT SVCS**Case #2-4272 dated 10/12/2015**

The Board heard the report of Attorney Paul Kuglitsch, Assistant Corporation Counsel, that Sanjay Adell, who was not present, had resigned from County service. The Board had received a copy of his resignation. The Board acknowledged Mr. Adell's resignation and closed that case.

JASON STADLER, Correction Officer I, HOC**Case #2-4268 dated 10/09/2015 for HOC IA #15-130A**

The Board heard the report of Attorney Paul Kuglitsch, Assistant Corporation Counsel, that Jason Stadler, who was not present, had resigned from County service. The Board had received a copy of his resignation. The Board acknowledged Mr. Stadler's resignation and closed that case.

CHARLES DAVIS, Correction Officer I, HOC**Case #2-4269 dated 10/09/2015 for HOC IA #15-130B**

The Board heard the report of David Eisner, Staff Representative, AFSCME District Council 32, that Charles Davis, who was present, waived his right to a hearing within 21 days and requested a hearing date certain. Ms. Bruno moved, Mr. Pastrana seconded, and the Board by unanimous vote (3-0), accepted Mr. Davis's waiver and set a hearing date certain of February 2, 2016, due to conflicts with the Appointing Authority's schedule.

CARL SKROBACK, Correction Officer I, HOC**Case #2-4270 dated 10/09/2015 for HOC IA #15-130C**

The Board heard the report of Attorney Paul Kuglitsch, Assistant Corporation Counsel, that Carl Skroback, who was not present, had resigned from County service. The Board had received a copy of his resignation. The Board acknowledged Mr. Skroback's resignation and closed that case.

TYRA WALKER, Correction Officer, HOC**Case #2-4271 dated 10/09/2015 for IA #15-121**

The Board heard the report of Attorney Paul Kuglitsch, Assistant Corporation Counsel, that Tyra Walker, who was not present, waived her right to a hearing within 21 days and was seeking a hearing date certain. The PRB received a copy of the waiver. Ms. Bruno moved, Mr. Pastrana seconded, and the Board, by unanimous vote (3-0), voted to accept the waiver and schedule Ms. Walker for hearing certain on January 5, 2016.

B. SUSPENSIONS**ERIC METZNER, Deputy Sheriff I, SHERIFF****Case #1-4264 dated 10/08/2015 for IA #15-181**

The Board heard the report of Attorney Paul Kuglitsch, Assistant Corporation Counsel, that Eric Metzner, who was not present, waived his right to a hearing and accepted his suspension. The PRB received a copy of the waiver. Ms. Bruno moved,

Mr. Pastrana seconded, and the Board, by unanimous vote (3-0), voted to accept the waiver and close the case.

VICENTE SANTANA, Correction Officer 1, SHERIFF

Case #1-4265 dated 10/08/2015 for IA #15-195

The Board heard the report of Attorney Paul Kuglitsch, Assistant Corporation Counsel, that the appointing authority was withdrawing the charges against Vincente Santana. Accordingly, the Board closed the case.

DWIGHT CANNON, Correction Officer 1, SHERIFF

Case #1-4266 dated 10/08/2015 for IA #15-165

The Board heard the report of Attorney Paul Kuglitsch, Assistant Corporation Counsel, that Dwight Cannon, who was not present, waived his right to a hearing and accepted his suspension. The PRB received a copy of the waiver. Ms. Bruno moved, Mr. Pastrana seconded, and the Board, by unanimous vote (3-0), voted to accept the waiver and close the case.

JOHN WEBER, Correction Officer 1, SHERIFF

Case #1-4267 dated 10/08/2015 for IA #15-175

The Board heard the report of Attorney Paul Kuglitsch, Assistant Corporation Counsel, that John Weber, who was not present, waived his right to a hearing and accepted his suspension. The PRB received a copy of the waiver. Ms. Bruno moved, Mr. Pastrana seconded, and the Board, by unanimous vote (3-0), voted to accept the waiver and close the case.

C. GRIEVANCE

DOUGLAS FELDE, Airport Maintenance Worker, DOT

Case #4-4275 dated 10/19/2015

The Board heard the arguments of the parties regarding whether the Board had jurisdiction to hear Douglas Felde's grievance appeal. Attorney Paul Kuglitsch, Assistant Corporation Counsel, appeared on behalf of the appointing authority; David Eisner, Staff Representative, AFSCME, District Council 32, appeared on behalf of Mr. Felde, who was present.

Ms. Bruno moved, Mr. Pastrana seconded, and the Board, by unanimous vote (3-0), found that it did not have jurisdiction of the above captioned grievance because the Board cannot grant the remedy sought by the employee, which is a transfer or a cease and desist order. Because the Board does not have jurisdiction of this matter, the Board accordingly dismissed the grievance and closed the case.

VI. Updates

A. DISCHARGE

SUSAN BORN, Human Services Worker, DHHS

Case #2-4275, dated 10/19/2015

The Board heard the report of David Eisner, Staff Representative, District Council 32, that Susan Born, who was not present has filed for disability retirement and requested the Board lay the matter over to January 5, 2016, for an update. Attorney Paul Kuglitsch, Assistant Corporation Counsel, objected to scheduling an update and requested that, if it laid over the matter, the Board instead schedule a hearing certain on January 5, 2016. Ms. Bruno moved, Mr. Pastrana seconded, and the Board, by unanimous vote (3-0), voted to reschedule the matter for hearing certain on January 5, 2016.

B. REMAND

JACOB MILLER, Deputy Sheriff, SHERIFF

Case #14-CV-10572 dated 9/8/2015

The Board heard the report of Mr. Dennehy that the decision of the Circuit Court had been appealed by Mr. Miller. He requested this item be laid over to the next meeting so that Ms. Lueger could participate in the discussion. No action was taken on this matter.

VII. Hearings

A. DISCHARGES

OSCAR McVEY, Specialist Compensation/HRIS, DHR

Case #2-4257 dated 8/17/2015

The Board heard the report of Attorney Paul Kuglitsch, Assistant Corporation Counsel, that Oscar McVey, who was not present, and the appointing authority had come to an agreement and settled the matter. Attorney Kuglitsch provided the Board with a copy of the agreement. Ms. Bruno moved, Mr. Pastrana seconded, and the Board, by unanimous vote (3-0), voted to accept the agreement and close the case.

WALID TALEB, Correction Officer I, HOC

Case #2-4254 dated 8/5/2015

Case #2-4255 dated 8/5/2015

The Board heard the report of Attorney Paul Kuglitsch, Assistant Corporation Counsel, that Walid Taleb, who was not present, had requested numerous documents from the County in an open records request. Attorney Kuglitsch requested that the matter be adjourned to November 10, 2015, which was a date agreeable to the appointing authority and the employee. The Board received a letter from Mr. Taleb's attorney confirming the date. Ms. Bruno moved, Mr. Pastrana seconded, and the Board, by unanimous vote (3-0), voted to adjourn the matter to November 10, 2015.

CORRINE EHMKE, Correction Officer I, SHERIFF

Case #2-4231 dated 6/29/2015 for IA #15-148

The Board began the hearing of this matter; however, due to a scheduling conflict with Corrine Ehmke's attorney, the Board needed to adjourn prior to closing arguments. The parties agreed to submit written closing statements on or before November 9, 2015. The Board will deliberate the matter and come to a decision at its November 10, 2015 meeting.

VIII. Adjournment

Ms. Bruno moved, Mr. Pastrana seconded, and the Board, by unanimous vote (3-0), adjourned the meeting at 3:12 p.m.

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

Milwaukee County Personnel Review Board
Meeting Minutes – November 10, 2015

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, November 10, 2015, in Room 203-R of the Milwaukee County Courthouse.

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

II. Approval of the Minutes of the October 27, 2015 Meeting

Ms. Bruno moved, Ms. Lueger seconded, and the Board, by unanimous vote (3-0), approved the minutes of the October 27, 2015 meeting.

III. Resignation of Board Member Carlos Pastrana

The Board received a resignation letter from Board Member Carlos Pastrana. Ms. Lueger moved, Ms. Bruno seconded, and the Board, by unanimous vote (3-0), accepted Mr. Pastrana's resignation and wished him well in his new employment.

IV. Elections for the President and Vice-President of the Board

Ms. Lueger moved, Ms. Bruno seconded, and the Board, by a vote of 2-0 with Mr. Dennehy abstaining, elected Mr. Dennehy as the President of the Board. Mr. Dennehy moved, Ms. Bruno seconded, and the Board, by a vote of 2-0 with Ms. Lueger abstaining, elected Ms. Lueger as the Vice-President of the Board.

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

None.

VI. Correspondence

None.

VII. First Appearances

A. DISCHARGES

**JERMEIL HINTON, Airport Maintenance Worker, DOT
Case #2-4277 dated 10/28/2015**

The Board heard the report of Attorney Paul Kuglitsch, Assistant Corporation Counsel, that Jermeil Hinton, who was not present, waived his right to a hearing within 21 days and was seeking a hearing date certain. The Board received a copy of the waiver. Ms. Bruno moved, Ms. Lueger seconded, and the Board, by unanimous vote (3-0), voted to accept the waiver and schedule Mr. Hinton for hearing certain on December 22, 2015.

DORIS GRIFFIN, Juvenile Correction Officer, DEL & CT SVCS**Case #2-4276 dated 10/20/2015**

The Board heard the report of David Eisner, Staff Representative, AFSCME District Council 32, that Doris Griffin, who was not present, waived her right to a hearing within 21 days and requested a hearing date certain. Ms. Bruno moved, Ms. Lueger seconded, and the Board by unanimous vote (3-0), accepted Ms. Griffin's waiver and set a hearing date certain of January 19, 2016.

The Board then moved to reschedule the **TYRA WALKER** and **SUSAN BORN** matters from January 5, 2016, to January 19, 2016, to accommodate the likelihood that the **WALID TALEB** matter would need to be continued to another date. Ms. Bruno moved, Ms. Lueger seconded, and the Board, by unanimous vote (3-0), rescheduled the Tyra Walker and Susan Born matters to January 19, 2016. The Board will send notice to the parties of the change.

VIII. Hearings**A. DISCHARGES****MARK PHINISEE, Human Services Worker - JJ, DEL & CT SVCS****Case #2-4260 dated 9/10/2015**

At 3:53 p.m., Ms. Bruno moved, Ms. Lueger seconded, and the Board voted 3-0 to go into closed session to deliberate on the Mark Phinisee matter and the Jacob Miller and Victoria Mikula appeals. At 4:24 p.m., the Board reconvened in open session.

Ms. Bruno moved, Ms. Lueger seconded, and the Board, by unanimous vote (3-0), found that the evidence was sufficient to sustain violations of Civil Service Rule VII, Section 4(1), paragraphs (k), (l), (m), (t), (u), and (ff), and upheld the charges for discharge of Mark Phinisee.

WALID TALEB, Correction Officer I, HOC**Case #2-4254 dated 8/5/2015****Case #2-4255 dated 8/5/2015**

The Board began the hearing of this matter; however, due to time constraints, the Board needed to adjourn the matter. Ms. Lueger moved, Ms. Bruno seconded, and the Board, by unanimous vote (3-0) voted to continue the matter to January 5, 2016.

CORRINE EHMKE, Correction Officer I, SHERIFF**Case #2-4231 dated 6/29/2015 for IA #15-148**

At 1:21 p.m., Ms. Bruno moved, Ms. Lueger seconded, and the Board voted 3-0 to go into closed session to deliberate the Corrine Ehmke matter. At 1:32 p.m., the Board reconvened in open session.

The Board had planned to deliberate on this matter and come to a decision regarding the case; however, due to the resignation of Mr. Pastrana, who heard the case with Mr. Dennehy and Ms. Bruno, Attorney Paul Kuglitsch, Assistant Corporation Counsel, questioned whether there was still a quorum to decide the case. Based on Rule II of the Board's Rules of Procedure, two members of the Board is currently a

quorum because it is a majority of the confirmed members. The Board determined Mr. Dennehy and Ms. Bruno will deliberate the matter at the next meeting, and if both agree on the outcome, that will be sufficient for the Board to render a decision. If they do not agree, the Board will determine how to proceed at that time.

IX. Updates

A. APPEALS

JACOB MILLER, Deputy Sheriff, SHERIFF
Case #14-CV-10572

VICTORIA MIKULA, Deputy Sheriff, SHERIFF
Case #15-CV-5543

At 3:53 p.m., Ms. Bruno moved, Ms. Lueger seconded, and the Board voted 3-0 to go into closed session to deliberate on the Mark Phinisee matter and the Jacob Miller and Victoria Mikula appeals. At 4:24 p.m., the Board reconvened in open session.

In the Jacob Miller appeal to the Wisconsin Appellate Court, the Board determined by unanimous consent to cross-appeal the issue of whether the Board could impose a permanent re-evaluation period for a Milwaukee County Employee.

In the Victoria Mikula appeal of her suspension, the Board determined by unanimous consent to oppose Ms. Mikula's request to stay her appeal of suspension pending the outcome of her appeal of her discharge.

X. Adjournment

Ms. Bruno moved, Ms. Lueger seconded, and the Board, by unanimous vote (3-0), adjourned the meeting at 4:24 p.m.

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

Milwaukee County Personnel Review Board
Meeting Minutes – November 24, 2015

I. Roll Call

Board President Daniel Dennehy called to order the regular meeting of the Personnel Review Board at 9:04 a.m. on Tuesday, November 24, 2015, in Room 203-R of the Milwaukee County Courthouse.

The following Board Members were present: Mr. Daniel Dennehy and Ms. Susan Lueger.

II. Approval of the Minutes of the November 10, 2015 Meeting

Ms. Lueger moved, Mr. Dennehy seconded, and the Board, by unanimous vote (2-0), approved the minutes of the November 10, 2015 meeting.

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

None.

IV. Correspondence

Ms. Rebecca M. Janz, Administrator, reported that the Board's determination to terminate Victoria Mikula in Case #1-4220 had been appealed by Ms. Mikula to the Circuit Court.

V. First Appearances

A. DISCHARGES

JOHN C. BROCK, JR., Correction Officer I, SHERIFF
Case #2-4278 dated 11/17/2015

The Board heard the report of David Eisner, Staff Representative, AFSCME District Council 32, that John C. Brock, Jr., who was not present, waived his right to a hearing within 21 days, authorized the union to represent him in this matter, and was seeking a hearing date certain. Ms. Lueger moved, Mr. Dennehy seconded, and the Board, by unanimous vote (2-0), voted to accept the waiver and schedule Mr. Brock for hearing certain on January 19, 2016.

VI. Update

A. DISCHARGE

TYRA WALKER, Correction Officer, HOC
Case #2-4271 dated 10/09/2015 for HOC IA #15-121

The Board heard the report of the Office of the Board that it received notice of Ms. Walker's resignation. The Board recognized the resignation and closed the case.

VII. Hearings

A. DISCHARGES

MARGO FLOREZ, Human Services Worker, AGING

Case #2-4258 dated 09/04/2015

The Board heard the report of David Eisner, Staff Representative, District Council 32, that Margo Florez resigned from County service effective November 23, 2015. The Office of the Board confirmed it received a copy of the resignation. The Board recognized the resignation and closed the case.

OSCAR RUSH, Facilities Worker Security, SHERIFF

Case #2-4209 dated 04/10/2015

The Board heard the report of David Eisner, Staff Representative, District Council 32, that Oscar Rush resigned from County service. The Office of the Board confirmed it received a copy of the resignation. The Board recognized the resignation and closed the case.

NEAL GOAD, Facilities Worker 2, DAS

Case #2-4224 dated 05/21/2015

The Board began hearing the second portion of the proceedings in this matter, which was laid over from October 13, 2015, but due to witness availability, the Board needed to adjourn the matter again to hear the remainder of Mr. Goad's case. The Board, by unanimous consent, scheduled the continuation of Mr. Goad's hearing for December 8, 2015.

VIII. Adjournment

Ms. Lueger moved, Mr. Dennehy seconded, and the Board, by unanimous vote (2-0), adjourned the meeting at 2:21 p.m.

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

COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION

Item 4.0 (A)

Date : December 10, 2015

To : Milwaukee County Civil Service Commission

From : Laurie Panella, Chief Information Officer, IMSD

Subject: **Request to Transfer two Positions from the Classified Service to the Unclassified Service – IT Manager – Applications**

Request

The Department of Administrative Services – Information Management Services Division (DAS-IMSD) requests that the two vacant positions of IT Manager – Applications be classified as unclassified service positions.

Background/ Analysis

The two vacant IT Manager - Applications positions within the Department of Administrative Services - Information Management Services Division are high-level IT resources responsible for County-wide application security, future state planning, the creation of the County's Solution architect roadmap and the management of a team of professionals that develop and optimize the County's Application portfolio, new application configuration and implementation, the re-platforming and security of legacy applications, retirement of technical debt, the optimization of the current application stack and ensuring high availability in a secure environment.

Each IT Manager –Applications serves as a solution architect and drives the County strategy around application architecture, integration and optimization. These managers will be responsible for planning and establishing the direction of each department's application stack individually as well as from an enterprise view. As the County moves towards more enterprise solutions these positions will be critical in maximizing business outcomes, optimizing departmental efficiencies as well as cost reduction.

Both vacant position report to the IT Director of Solution Delivery who reports to the Chief Information Officer. The positions are currently classified at the new pay range of M013 and budgeted for \$100,000.

IMSD is requesting that these two positions be classified as unclassified positions prior to posting for recruitment. Because all positions are created in the classified service, this management position needs to be transferred to the unclassified service prior to posting. These positions are considered a niche skill set in a highly competitive market. Due to the competitive nature of the IT job market, DAS-IMSD will be looking for open recruitment both in and out of the state of Wisconsin.

A review of the duties, responsibilities and pay grade (great than 30M) for the position identified above indicates that the position qualifies for inclusion in the unclassified service as specified in Wisconsin State Statutes 63.03 (3)(a). I have attached a copy of the Job Evaluation Questionnaire for the positions in addition to the organizational chart for your reference.

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

COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION

Item 4.0 (A)

Date : December 10, 2015

To : Milwaukee County Civil Service Commission

From : Laurie Panella, Chief Information Officer, IMSD
Prepared by: Nicholas Wojciechowski, Chief Technology Officer, IMSD

Subject: **Request to Transfer a Position from the Classified Service to the Unclassified Service – Technical Architect (Network)**

Request

The Department of Administrative Services – Information Management Services Division requests that the position of IT Manager - Technical Architect (Network) be classified as an unclassified service position.

Background/ Analysis

The IT Manager - Technical Architect (Network) within the Department of Administrative Services - Information Management Services Division is a management level IT resource responsible for developing, leading & implementing technical infrastructure strategies and architectures for Milwaukee County's network infrastructure (Local Area Network and Wide Area Network). The Technical Architect (Network) manages the network and telecommunications teams responsible for implementation of new network and voice infrastructure components. Those teams also oversee the successful execution of existing network and voice services provided.

This individual is responsible for defining and laying the direction of the Local Area Network and Wide Area Network topology and overall security of these networks. The individual is accountable for creating and operating the firewall components which secure the internal network from external intrusion. Also, the individual provides direction to the future strategies of the telecommunications system for Milwaukee County's 4500 users.

This vacant position reports to the Chief Technology Officer who reports to the Chief Information Officer. This position has recently become vacant. The position is currently classified at the new pay range of M013 and budgeted for \$100,000.

Because all positions are created in the classified service, this management position needs to be transferred to the unclassified service prior to posting. Demand for this skill set in southeast Wisconsin is currently high. Due to the competitive nature of the IT job market, DAS-IMS D will be looking for open recruitment both in and out of the state of Wisconsin.

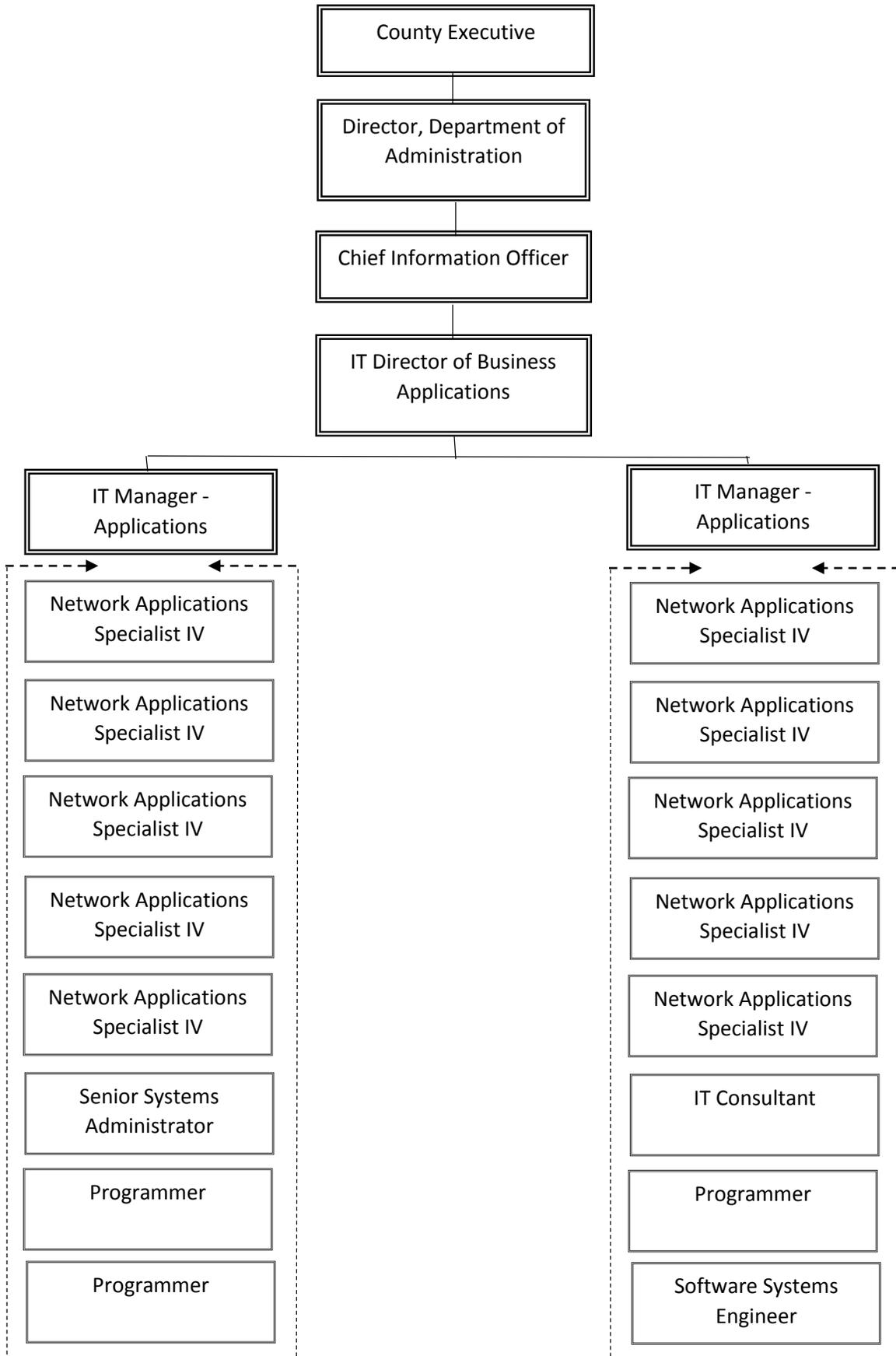
A review of the duties and responsibilities for the position identified above indicates that the position qualifies for inclusion in the unclassified service as specified in Wisconsin State Statutes 63.03 (3)(a). I have attached a copy of the Job Evaluation Questionnaire for the position in addition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

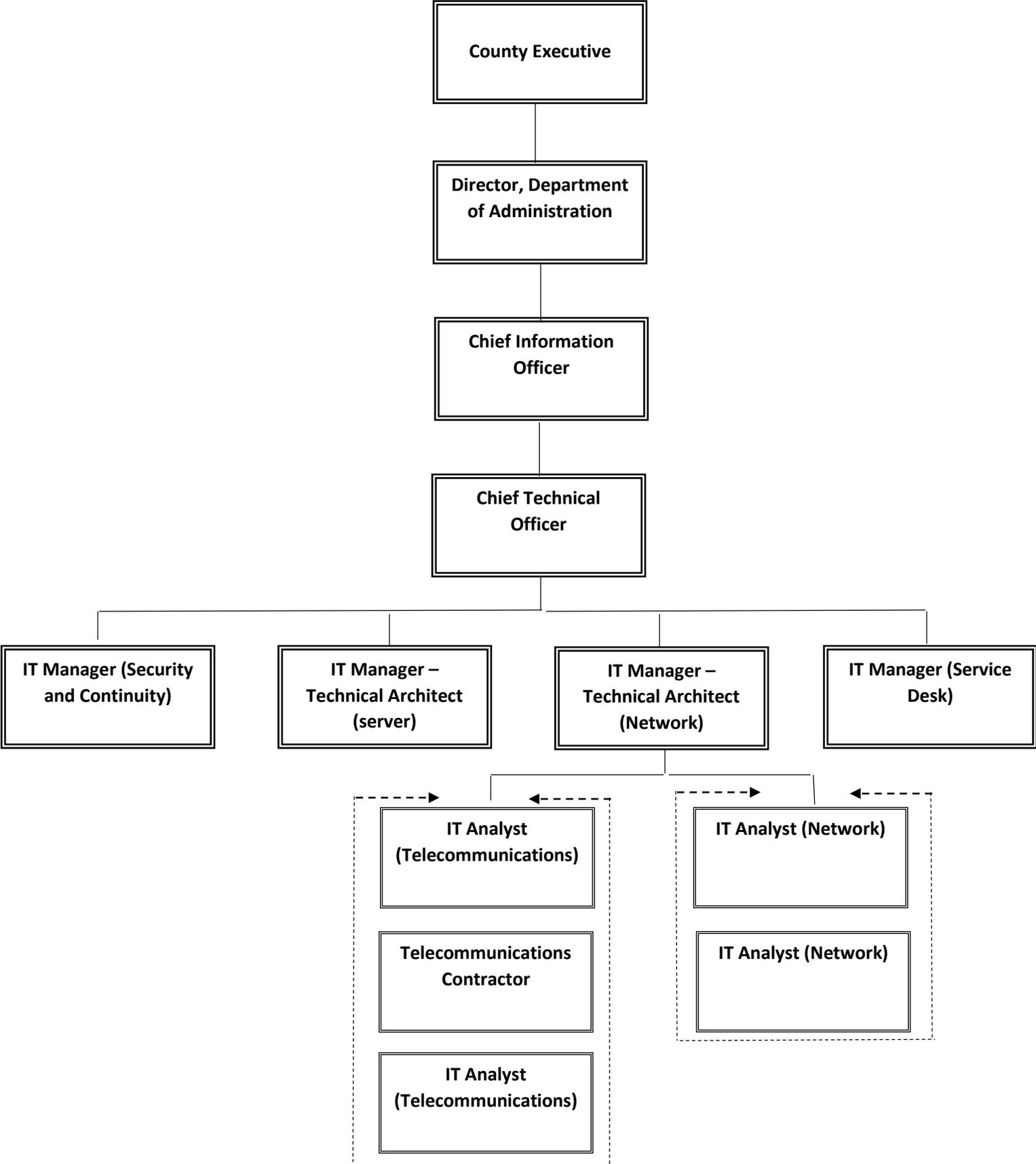
Thank you for your consideration of this request. I will be available to answer any questions you may have.

IMSD

IT Director of Business Applications

Team







MILWAUKEE COUNTY JOB EVALUATION QUESTIONNAIRE

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

GENERAL INSTRUCTIONS:

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

A. JOB IDENTIFICATION INFORMATION:

Department (High Org):	1160	Division (Low Org):	1164
Contact for this Study	Name: Laurie Panella	Email: LAURIE.PANELLA@MILWAUKEECOUNTYWI.GO	
	Title: Chief Information Officer	Phone: 414-278-3978	
Current Job Title:	IT Manager - Applications		
Job Reports To:	Title: Chief Solutions Officer		
Request Type:	<input checked="" type="checkbox"/> Establish New <input type="checkbox"/> Review <input type="checkbox"/> Reclassification <input type="checkbox"/> Reallocation <input type="checkbox"/> Update Description <input type="checkbox"/> Other, Specify		

B. JUSTIFICATION STATEMENT:

1. Attach an organizational chart.
2. Explain the events or changes that made this request necessary.
Technology functions within Milwaukee County were centralized in the late 1990s. Roles and responsibilities were developed at that time with minimal change since. IT and how County Departments use IT has drastically changed over the years, IMSD's organizational structure, roles and responsibilities must change in order to promote efficient, effective and secure use of the County's technology.

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 5			
Will This Job Supervise/Manage?	<input checked="" type="checkbox"/> Supervise <input checked="" type="checkbox"/> Manage		<input type="checkbox"/> N/A	# of Direct Reports: 5

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.
Provide mgmt & oversight for the architectural guidance, design & implementation of integrated applications, systems & solution, enhancements to existing solutions, implementing best practices & industry trends in solution architecture, design & delivery. Budget & staff development & Mgmt. Works closely with PMO & BAs to align solutions development to client requirements, while promoting established architectural standards.

E. ESSENTIAL DUTIES/RESPONSIBILITIES:

Item 4.0 (A)

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: Solution Architecture Governance	% of Time: 30
	<i>Descriptive:</i> Overall accountability for driving the creation of multi-year roadmap and conceptual solution designs that align with the current business needs and future strategic direction. Simplify the current solution portfolio and consolidate/reduce the current foot print.		
2.	<input type="checkbox"/> Original <input checked="" type="checkbox"/> New	Job Duty: Solution Delivery & Architectural Advancement	% of Time: 30
	<i>Descriptive:</i> Provide overall application architecture guidance to developers and project teams in support of solution design and development. Position has a seat at the Architectural Review Committee.		
3.	<input type="checkbox"/> Original <input checked="" type="checkbox"/> New	Job Duty: Application Acquisition Service Management and Governance	% of Time: 20
	<i>Descriptive:</i> Provide overall leadership for the operational delivery of outsourced application development services, including service delivery, which meets business requirements and adhere to established architectural principles, standards, and processes.		
4.	<input type="checkbox"/> Original <input checked="" type="checkbox"/> New	Job Duty: Staff Development and Leadership	% of Time: 10
	<i>Descriptive:</i> Direct, mentor & retain members of area of supervision, establish & maintain a professional culture, set up development strategies in order to promote high performance staff & a high performance work environment; Leads performance management process for area of supervision		
5.	<input type="checkbox"/> Original <input checked="" type="checkbox"/> New	Job Duty: Departmental Planning and Operations	% of Time: 10
	<i>Descriptive:</i> Responsible for the budget & monitoring spend for this function; Supports Chief Development Officer to ensure reporting, contract mgt & other business requirements are met. Develops, implements & monitors operational process improvement to increase quality of service		
6.	<input type="checkbox"/> Original <input checked="" type="checkbox"/> New	Job Duty:	% of Time:
	<i>Descriptive:</i> .		
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

Item 4.0 (A)

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)		1		County Vehicles
2. Hand Tools/Instruments: (i.e. Power Tools, PC's, office or laboratory equipment, weapons, etc.)	1			Personal Computer Devices
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 checked="" type="checkbox"/>	Read, analyze, and interpret scientific and technical journals, financial reports and legal documents.
<input checked="" type="checkbox"/>	Prepare and/or present written communications that pertain to controversial and complex topics.

Decision-Making: Please select <u>only one</u> of the following:	
<input type="checkbox"/>	Requires minimal decision-making responsibility.
<input 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 checked="" type="checkbox"/>	Major responsibility for decisions and final recommendation, which may result in the formulation of strategic plans of action to achieve the broad objectives for the organization.
<input type="checkbox"/>	Primary work responsibility involves the long-range future including the scope, direction and goals of the organization.

Complexity, Judgment and Problem Solving: Please select all that apply. Item 4.0 (A)	
<input checked="" type="checkbox"/>	Work of a relatively routine nature. Requires the ability to understand and follow instructions.
<input checked="" type="checkbox"/>	Structured work, following a limited variety of standard practices.
<input checked="" 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 checked="" type="checkbox"/>	Work requires the ability to act independently in the formulation and administration of policies and programs for major departments or functions.

Supervisory/Managerial: If applicable, select the appropriate level of responsibility.	
<input type="checkbox"/>	Level 1 General instructing, scheduling, and reviewing the work of others performing the same or directly related work. Acts as "lead worker". Functional supervision only.
<input 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:

- Solution Development Team

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

Fiscal Responsibility:

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

- Go To Next Page -

H. WORKING CONDITIONS

Item 4.0 (A)

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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reaching	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending/Kneeling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hearing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Talking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Visual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Typing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fine Dexterity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manual Dexterity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Upper Extremity Repetitive Motion	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting/Carrying 20 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing/Pulling 20 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sustained Mental Activity (i.e. auditing, problem solving, grant writing, composing reports)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<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 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Loud Noises	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical Danger	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toxic Substances (i.e. solvents, pesticides, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

WORK SCHEDULE: Please select all that apply.

<input 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 checked="" type="checkbox"/>	Regular and/or frequent on-call availability.
<input type="checkbox"/>	Nature of work frequently requires irregular, unpredictable or particularly long hours. (I.e. covering double shifts, etc.)

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

I. EDUCATION, EXPERIENCE AND LICENSE

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

WORK EXPERIENCE	
Please indicate the MINIMUM number of years of practical experience required.	
<input type="checkbox"/>	No experience
<input type="checkbox"/>	Less than one year
<input type="checkbox"/>	One to three years
<input checked="" type="checkbox"/>	Three to five years
<input type="checkbox"/>	Five or more years
	Area(s) of experience:
	Area(s) of experience:
	Area(s) of experience: SQL Server, Reporting Services and Business Intelligence
	Area(s) of experience:

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

LICENSE/CERTIFICATION:
What license(s), certification/certificate(s), registration(s), or other regulatory requirements/training:
Microsoft Certifications related to Reporting Services, SQL Server or other related data/reporting technologies

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 4.0 (A)

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:

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 JOB EVALUATION QUESTIONNAIRE

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

GENERAL INSTRUCTIONS:

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

A. JOB IDENTIFICATION INFORMATION:

Department (High Org):	1160	Division (Low Org):	1173
Contact for this Study	Name: Nick Wojciechowski	Email:	
	Title: CTO	Phone: 414-278-7921	
Current Job Title:	IT Manager - Technical Architect (Network)		
Job Reports To:	Title: Director of Technology Operations		
Request Type:	<input type="checkbox"/> Establish New <input checked="" type="checkbox"/> Review <input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> Reallocation <input checked="" type="checkbox"/> Update Description <input type="checkbox"/> Other, Specify		

B. JUSTIFICATION STATEMENT:

1. Attach an organizational chart.
2. Explain the events or changes that made this request necessary.
Technology functions within Milwaukee County were centralized in the late 1990s. Roles and responsibilities were developed at that time with minimal change since. IT and how County Departments use IT has drastically changed over the years. IMSD's organizational structure, roles and responsibilities must change in order to promote efficient, effective and secure use of County technology.

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 5			
Will This Job Supervise/Manage?	<input type="checkbox"/> Supervise <input checked="" type="checkbox"/> Manage <input type="checkbox"/> N/A		# of Direct Reports: 6	

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 developing, leading & implementing technical infrastructure strategies/architectures for Milwaukee County's network and voice infrastructure. Collaborates with service provider teams to govern the future growth and development of IT infrastructure. Accountable for lead design activities on infrastructure projects within network and voice, and as technical consultant support to all of IMSD.

E. ESSENTIAL DUTIES/RESPONSIBILITIES:

Item 4.0 (A)

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

1.	<input type="checkbox"/> Original <input checked="" type="checkbox"/> New	Job Duty: Technology Strategy	% of Time: 15
	<i>Descriptive:</i> Lead development and implementation of end-state architecture and associated roadmaps for network and voice services. Set the direction, pace & targets for team to seek improvements in services & drive efficiencies.		
2.	<input type="checkbox"/> Original <input checked="" type="checkbox"/> New	Job Duty: Technology Strategy	% of Time: 15
	<i>Descriptive:</i> Provide technical oversight and consulting to other functional areas ensuring solutions effectively leverage existing capabilities and services. Ensures proposed solutions align with overall technical architecture.		
3.	<input type="checkbox"/> Original <input checked="" type="checkbox"/> New	Job Duty: Network Infrastructure Service Delivery and Support Services	% of Time: 30
	<i>Descriptive:</i> Provide technical leadership for the definition, design, and implementation of new network infrastructure components and services. Maintain overall platform stability, security, and supportability.		
4.	<input type="checkbox"/> Original <input checked="" type="checkbox"/> New	Job Duty: Network Infrastructure Service Delivery and Support Services	% of Time: 10
	<i>Descriptive:</i> Own & maintain full end-to-end suite of standard industry processes and tools necessary to provide an effective & efficient service. Own and drive the overall performance measurement & reporting of services		
5.	<input type="checkbox"/> Original <input checked="" type="checkbox"/> New	Job Duty: Network Infrastructure Management	% of Time: 10
	<i>Descriptive:</i> Drive technology cost-reduction. Continuously optimize infrastructure to reduce operational costs. Reduce or mitigate high risk infrastructure components and solutions.		
6.	<input type="checkbox"/> Original <input checked="" type="checkbox"/> New	Job Duty: Development of Excellent Technology Operations People	% of Time: 10
	<i>Descriptive:</i> Direct, mentor & retain members of area of supervision, establish & maintain a professional culture, set up development strategies in order to promote high performance staff & a high performance work environment; Leads performance management process for area of supervision		
7.	<input type="checkbox"/> Original <input checked="" type="checkbox"/> New	Job Duty: Budget Management	% of Time: 10
	<i>Descriptive:</i> Responsible for the budget & monitoring spend for this function; Supports Technology Development Officer to ensure reporting, contract mgt & other business requirements are met. Develops, implements & monitors operational process improvement to increase quality of service		
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 (A)

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			Technology 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 checked="" type="checkbox"/>	Read, analyze, and interpret scientific and technical journals, financial reports and legal documents.
<input checked="" type="checkbox"/>	Prepare and/or present written communications that pertain to controversial and complex topics.

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

Complexity, Judgment and Problem Solving: Please select all that apply. Item 4.0 (A)	
<input checked="" type="checkbox"/>	Work of a relatively routine nature. Requires the ability to understand and follow instructions.
<input checked="" type="checkbox"/>	Structured work, following a limited variety of standard practices.
<input type="checkbox"/>	Generally structured work, but involving a choice of action within limits of standard policy and procedures.
<input type="checkbox"/>	Generally diversified and moderately difficult work. Requires judgment in the adaptation and interpretation of established practices and procedures to meet problems and situations to which the application is not clearly defined.
<input checked="" type="checkbox"/>	Typically difficult or complex work. Generally governed by broad instructions and objectives usually involving frequently changing conditions and problems.
<input checked="" type="checkbox"/>	Work requires the ability to plan and perform work in light of new or constantly changing problems, work from broad instruction, and deal with complex factors not easily evaluated. Decisions require considerable judgment, initiative, and ingenuity in areas there is little precedent.
<input checked="" type="checkbox"/>	Work requires the ability to act independently in the formulation and administration of policies and programs for major departments or functions.

Supervisory/Managerial: If applicable, select the appropriate level of responsibility.	
<input type="checkbox"/>	Level 1 General instructing, scheduling, and reviewing the work of others performing the same or directly related work. Acts as "lead worker". Functional supervision only.
<input 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"> IMSD Connectivity 	

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? 2,000,000

- Go To Next Page -

H. WORKING CONDITIONS

Item 4.0 (A)

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

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

I. EDUCATION, EXPERIENCE AND LICENSE

EDUCATION	
Please indicate the MINIMUM educational level required:	
<input type="checkbox"/>	HS Diploma/GED
<input type="checkbox"/>	Associate's Degree
<input checked="" type="checkbox"/>	Bachelor's Degree
<input type="checkbox"/>	Graduate Degree
<input type="checkbox"/>	Post Graduate Degree (PhD)
<input type="checkbox"/>	Professional Degree (Law, Medicine, etc.)
<input type="checkbox"/>	Other:

WORK EXPERIENCE	
Please indicate the MINIMUM number of years of practical experience required.	
<input type="checkbox"/>	No experience
<input type="checkbox"/>	Less than one year
<input type="checkbox"/>	One to three years
<input type="checkbox"/>	Three to five years
<input checked="" type="checkbox"/>	Five or more years

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

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:

Item 4.0 (A)

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:

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:



DEPARTMENT OF HEALTH & HUMAN SERVICES
BEHAVIORAL HEALTH DIVISION

Milwaukee County

HÉCTOR COLÓN • Director
PATRICIA SCHROEDER RN, MSN, MBA, FAAN • Division Administrator

December 10, 2015

Dear Ms. Mitchell,

I respectfully request to transfer the MCBHD Director of Community Centers from classified service to unclassified service.

This position is charged with the development, implementation, community integration, and staff selection of a new community based service hub for Milwaukee County residents to access mental health and alcohol and substance abuse services.

This new leader will oversee the creation of two centers that operate 24 hours per day, 7 days a week: one on the north side of Milwaukee in 2016 and one on the south side of Milwaukee in 2017. These centers will provide new levels of support and services for individuals in a new model of care. This position will lead the development and all operations of these facilities.

Additionally, this position will serve as the visible leader of the facility within the community through the facility selection, design, and all future planning for the site and clinical services. The Director of Community Centers will provide leadership to the management teams for the staffing development for all levels of services 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-efficient, effective manner.

The implementation of these centers requires a leader that has 100% accountability and ability to manage early release and appointment brought about by the astute and 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



DEPARTMENT OF HEALTH & HUMAN SERVICES
BEHAVIORAL HEALTH DIVISION

Milwaukee County

HÉCTOR COLÓN • Director
PATRICIA SCHROEDER • Administrator

December 10, 2015

Dear Ms. Mitchell,

I respectfully request to transfer the MCBHD Director of Service Network Development and Operations from classified service to unclassified.

This position is charged with the development, execution and ongoing management of a provider network for the entire Behavioral Health Division including acute (hospital), CARS, and WRAP programs. This individual is charged with creating and sustaining strategic partnerships, contract management, and providing strategic direction for a vital component of the MCBHD organization.

The new leader will also be responsible for implementing the redesign of new contractual methods for over 400 contracts totaling over \$35 Million in 2016 and growing to over \$100 Million in the next few years. This new process is a critical component of the MCBHD redesign to a full purchaser of service organization, and the 2018 vision to supply and sell the behavioral health network to healthcare payers.

Additionally, these change efforts will require careful and purposeful use of change management strategies with external stakeholders including healthcare system CEO's, community service Executive Directors, insurance companies and Wisconsin Medicaid officials.

In summary, Milwaukee County Behavioral Health Division is poised and on the brink of establishing itself as the behavioral health network for Milwaukee and surrounding counties. This innovative business strategy and vision will revolutionized the behavioral health care system in southeastern Wisconsin, improve the overall health of the population and radically decrease the necessity for tax levy funding.

The implementation of this strategy requires a leader that has 100% accountability and ability to manage early release and appointment brought about by the astute and critical judgment of the Chief Administrative Officer of the Milwaukee County Behavioral Health Division.

Your thoughtful consideration is appreciated.

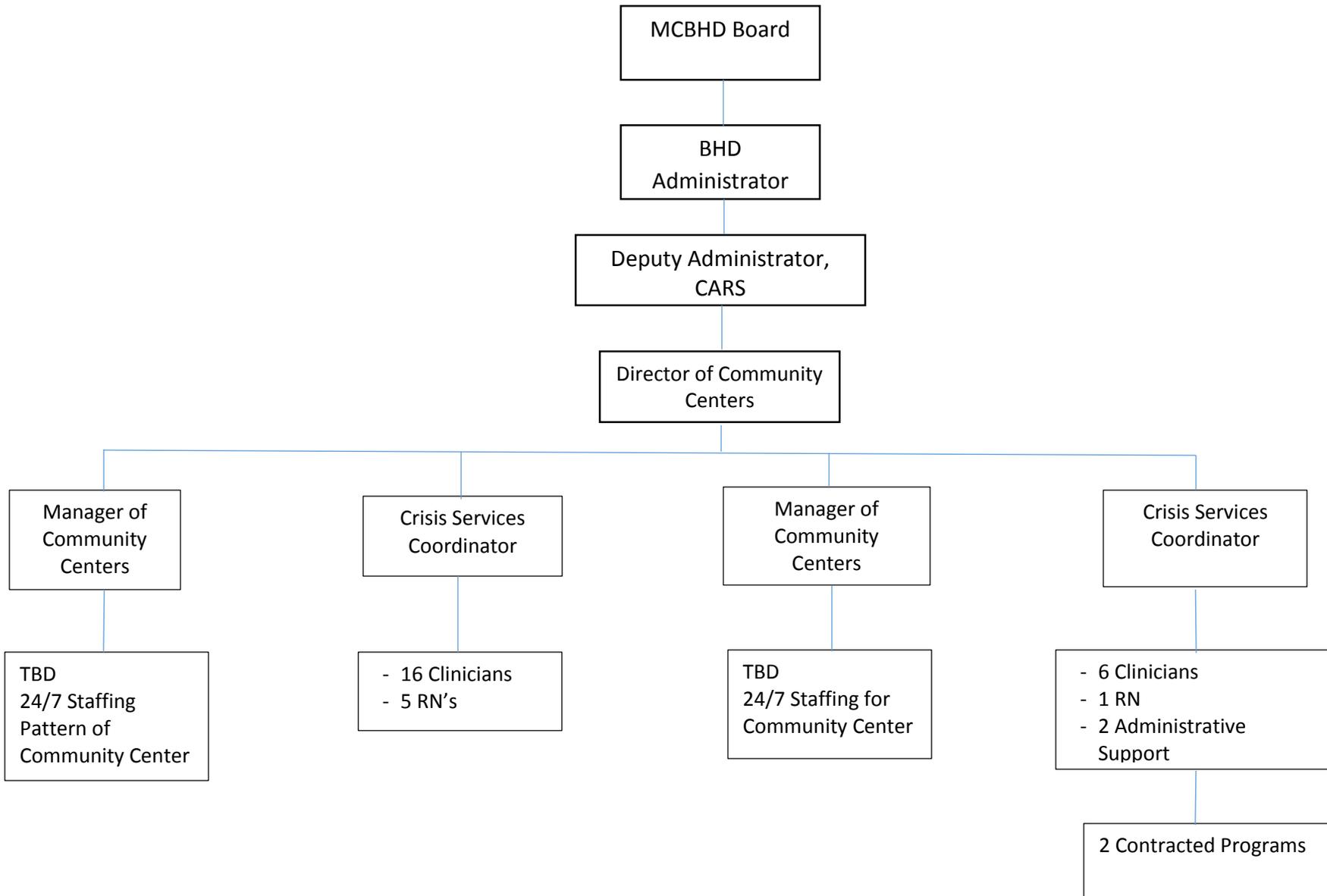
Sincerely,

A handwritten signature in black ink, appearing to read "Alicia B. Modjeska".

Alicia B. Modjeska RN., BSN, MA
Chief Administrative Officer, Milwaukee County Behavioral Health Division

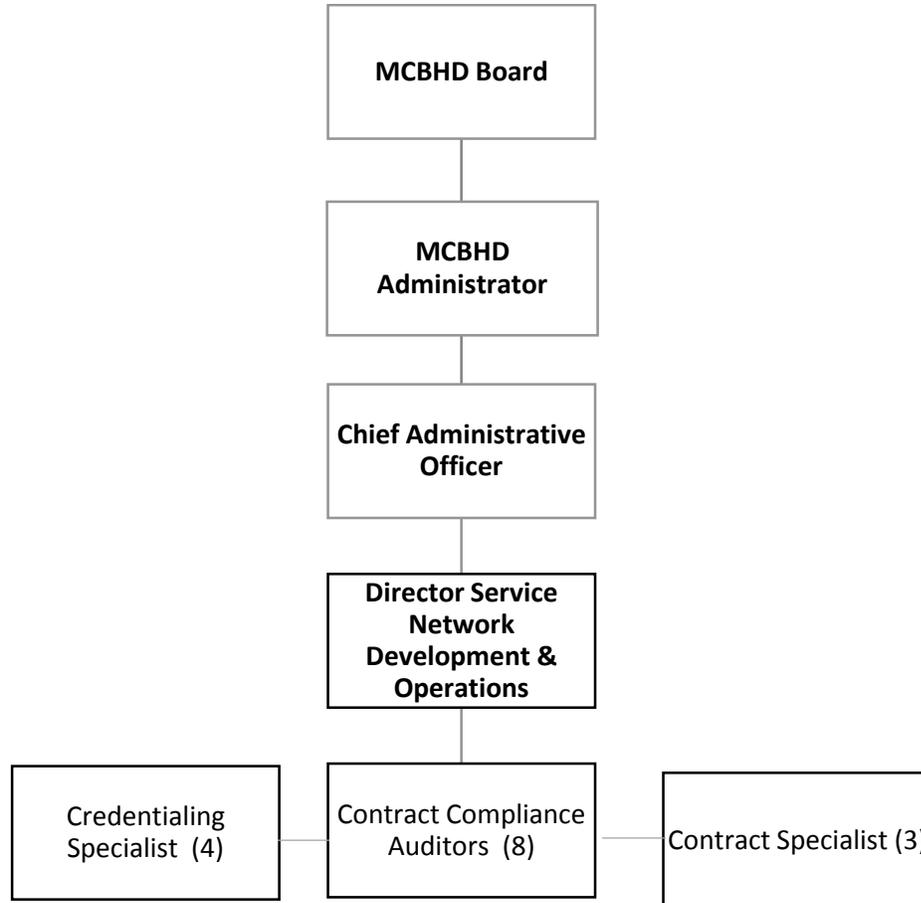
Organizational Chart

Milwaukee County Behavioral Health Division Director of the Community Centers



Organizational Chart

Milwaukee County Behavioral Health Division Service Network Development & Operations





MILWAUKEE COUNTY JOB EVALUATION QUESTIONNAIRE

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

GENERAL INSTRUCTIONS:

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

A. JOB IDENTIFICATION INFORMATION:

Department (High Org):	6300	Division (Low Org):	
Contact for this Study	Name: Patricia Schroeder	Email: PATRICIA.SCHROEDER@MILWAUKEECOUNTYW	
	Title: Administrator	Phone: 414-257-5202	
Current Job Title:	Director of Community Centers		
Job Reports To:	Title: Deputy Community Services		
Request Type:	<input checked="" type="checkbox"/> Establish New <input type="checkbox"/> Review <input type="checkbox"/> Reclassification <input type="checkbox"/> Reallocation <input type="checkbox"/> Update Description <input type="checkbox"/> Other, Specify		

B. JUSTIFICATION STATEMENT:

1. Attach an organizational chart.	
2. Explain the events or changes that made this request necessary.	
The Front Door to community services will be based on the north side and south side in a new entity that will provide new levels of support, wraparound services for individuals. It will serve as an access point for information, assessment and support. It will provide 24/7 availability, and a new model of care and support. This director will lead its development and operations.	

C. ABOUT THE JOB:

Job Status:	<input 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 checked="" type="checkbox"/> Evening	<input checked="" 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			
Will This Job Supervise/Manage?	<input checked="" type="checkbox"/> Supervise <input checked="" type="checkbox"/> Manage		# of Direct Reports: About 20	<input type="checkbox"/> N/A

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.
This Director will oversee the development, implementation, community integration, staff selection and development of a new community based access hub for mental health and access to AODA services. This new model and center requires an action oriented strategic director who can help create and implement the plan, the staffing, the flow of care and services, and its continuous improvement. This is high impact, high visibility role

E. ESSENTIAL DUTIES/RESPONSIBILITIES:

Item 4.0 (B)

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%			
1.	<input type="checkbox"/> Original <input checked="" type="checkbox"/> New	Job Duty: Planning and Development	% of Time: 10
	<i>Descriptive:</i> Participates in strategic development and implementation of the community access hub model, including work flow and client experience development.		
2.	<input type="checkbox"/> Original <input checked="" type="checkbox"/> New	Job Duty: Leadership	% of Time: 10
	<i>Descriptive:</i> Participates in and provides hands on leadership to facility selection, design, planning and build for assurance of effective and efficient workflows, positive client experience, and safety.		
3.	<input type="checkbox"/> Original <input checked="" type="checkbox"/> New	Job Duty: Leadership	% of Time: 30
	<i>Descriptive:</i> Assures a high quality, safe, and effective plan for the delivery of services and the effective and efficient flow of work, including operational structures, role descriptions, org chart, plans. Assists in hiring and development of staff.		
4.	<input type="checkbox"/> Original <input checked="" type="checkbox"/> New	Job Duty: Provider network support	% of Time: 20
	<i>Descriptive:</i> Provides leadership, relationship building, contract oversight to all providers and services referred by and integrated with the hub and its referrals. Works for continuous improvement of client experience.		
5.	<input type="checkbox"/> Original <input checked="" type="checkbox"/> New	Job Duty: Community Integration	% of Time: 10
	<i>Descriptive:</i> Serves as the visible leader of the facility within the community, assuring that there is community engagement and involvement and support of this hub within the surrounding areas.		
6.	<input type="checkbox"/> Original <input type="checkbox"/> New	Job Duty: Project Management	% of Time: 10
	<i>Descriptive:</i> Leads and oversees effective and efficient project management of multiple aspects of this new service model.		
7.	<input type="checkbox"/> Original <input checked="" type="checkbox"/> New	Job Duty: Quality	% of Time: 10
	<i>Descriptive:</i> Continuously measures analyzes and improves the flow of work, cost, client experience to continuously improve services and impact.		
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 (B)

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

G. JOB COMPETENCIES

Internal/External Contacts: 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 checked="" type="checkbox"/>	Perform with a high degree of authority in securing understanding and cooperation with internal and/or external contacts.
<input checked="" type="checkbox"/>	Maintain a continuing working relationship 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, 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.

Decision-Making: Please select only one of the following:

<input type="checkbox"/>	Makes minimal decision-making responsibility.
<input type="checkbox"/>	Makes decisions of responsibility involving evaluation of information; decisions may require development or application of alternatives or precedents.
<input checked="" 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.

Complexity, Judgment and Problem Solving: 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 checked="" 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 checked="" type="checkbox"/>	Act independently in the formulation and administration of policies and programs for major departments or functions.

Please list all Technology, Systems and Software Knowledge required to perform the job:

Basic	Intermediate	Advanced	
<input checked="" 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. Item 4.0 (B)	
<input type="checkbox"/>	Level 1 This position has no supervisory/managerial responsibilities.
<input type="checkbox"/>	Level 2 General instructing, scheduling and reviewing the work of others as a "lead worker"; functional supervisor only.
<input type="checkbox"/>	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? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many?
<input checked="" type="checkbox"/>	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? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many?
List the names of the Department(s)/Division(s) supervised/managed by this job:	
<ul style="list-style-type: none"> • Manager of North side place • Manager of South side place • Staff members who report to them • 	

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?

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.

<u>PHYSICAL DEMANDS</u>	N/A	Seldom (<25%)	Occasional (25% - 50%)	Frequent (50% - 75%)	Always (>75%)
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Walking/Running	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reaching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Climbing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>
Writing	<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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Lifting/Carrying (lbs.)	<input type="checkbox"/> up to 05	<input type="checkbox"/> up to 10	<input type="checkbox"/> up to 15	<input type="checkbox"/> up to 20	<input checked="" 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 type="checkbox"/> up to 20	<input checked="" type="checkbox"/> up to 25	<input type="checkbox"/> up to 30	<input type="checkbox"/> up to

NON-PHYSICAL DEMANDS		N/A	Seldom (<25%)	Occasional (25% - 50%)	Frequent (50% - 75%)	Always (>75%)
Analysis/Reasoning		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Communication/Interpretation		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Math/Mental Computation		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reading		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sustained Mental Activity (i.e. auditing, problem solving, grant writing, composing reports)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ENVIRONMENTAL DEMANDS		N/A	Seldom (<25%)	Occasional (25% - 50%)	Frequent (50% - 75%)	Always (>75%)
Work Independently		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Loud Noises		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical Danger		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toxic Substances (i.e. solvents, pesticides, etc.)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

WORK SCHEDULE: Please select all that apply.

<input checked="" type="checkbox"/>	Routine shifts hours. Infrequent overtime, weekend, or shift rotation.
<input checked="" type="checkbox"/>	Considerable irregularity of hours due to frequent overtime, weekend or shift rotation.
<input checked="" type="checkbox"/>	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.

<input type="checkbox"/>	Little or no stress created by work, employees or public.
<input checked="" type="checkbox"/>	Intermittent or cyclical work pressures with occasional exposure to high stress work environments.
<input type="checkbox"/>	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: Clinical Education, health administratio
<input type="checkbox"/> Graduate Degree	Area of specialization/major: masters preferred but not required
<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 checked="" type="checkbox"/> Three to five years	Area(s) of experience:
<input type="checkbox"/> Five or more years	Area(s) of experience:

SUPERVISORY/MANAGEMENT EXPERIENCE		Item 4.0 (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>	
<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>	

LICENSE/CERTIFICATION:
What license(s), certification/certificate(s), registration(s), or other regulatory requirements/training:
<ul style="list-style-type: none"> • • • • • •

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"> •

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:

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: Date:
 Initials: Date:



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):	6300	Division (Low Org):	SAME AS BHD CONTRACTING
Contact for this Study	Name: Alicia Modjeska	Email: alicia.modjeska@milwaukeecountywi.g	
	Title: Chief Administrative Officer	Phone: 257-	
Current Job Title:	Director of Network Development and	Current Job Code:	New position
Job Reports To:	Title: Chief Administrative Officer		
Request Type:	<input checked="" type="checkbox"/> Establish New <input type="checkbox"/> Review <input type="checkbox"/> Reclassification <input type="checkbox"/> Reallocation <input type="checkbox"/> Update Description <input type="checkbox"/> Other, Specify		

B. JUSTIFICATION STATEMENT:

1. Attach an organizational chart.
2. Explain the events or changes that made this request necessary.
The Mental Health Board, the County, and most health care systems across the country are rewriting all provider contracts to incorporate performance measures and expectations for performance. This requires us to rewrite about 400 contracts, and redesign the processes of network development and contractual relationships will over 100 community providers. This requires a position.

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 40			
Will This Job Supervise/Manage?	<input type="checkbox"/> Supervise <input checked="" type="checkbox"/> Manage # of Direct Reports: 20		<input type="checkbox"/> N/A	

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.
What-contract redesign leader, including oversight of all provider network, and management of a comprehensive network of services and providers. What-Leadership for all contracted providers, particularly related to community based services Why-Assuring comprehensive care to clients in the community requires a comprehensive network of providers, contracted with a new approach to contracts with perf. meas. that integrate services.

E. ESSENTIAL DUTIES/RESPONSIBILITIES:

Item 4.0 (B)

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%**

1.	<input type="checkbox"/> Original <input checked="" type="checkbox"/> New	Job Duty: Strategic	% of Time: 10
	<i>Descriptive:</i> Advanced strategic business plan for the continuum of services, and monitors their performance.		
2.	<input type="checkbox"/> Original <input checked="" type="checkbox"/> New	Job Duty: Strategic	% of Time: 20
	<i>Descriptive:</i> Accountable for advancing strategic partnerships with providers and vendors, assuring network adequacy, capacity and effectiveness		
3.	<input type="checkbox"/> Original <input checked="" type="checkbox"/> New	Job Duty: Value Based purchasing	% of Time: 20
	<i>Descriptive:</i> Leads initiatives and redesign with value based purchasing methods and contracts.		
4.	<input type="checkbox"/> Original <input checked="" type="checkbox"/> New	Job Duty: Project management	% of Time: 10
	<i>Descriptive:</i> Manages projects, change, and approaches to efficiency and effectiveness of contracts and provider/vendor performance.		
5.	<input type="checkbox"/> Original <input checked="" type="checkbox"/> New	Job Duty: Leader Visibility	% of Time: 10
	<i>Descriptive:</i> Serves as the visible leader with community partners and providers		
6.	<input type="checkbox"/> Original <input checked="" type="checkbox"/> New	Job Duty: Leadership	% of Time: 10
	<i>Descriptive:</i> Leads efforts to redesign workflows with technology to advance operational effectiveness		
7.	<input type="checkbox"/> Original <input checked="" type="checkbox"/> New	Job Duty: Leadership	% of Time: 10
	<i>Descriptive:</i> Oversees the contract management team, about 20 individuals working to manage contracted services and measure/improve their services and outcomes		
8.	<input type="checkbox"/> Original <input checked="" type="checkbox"/> New	Job Duty: Problem prevention	% of Time: 10
	<i>Descriptive:</i> Analyzes data to identify and intervene in any circumstances demonstrating issues with provider/vendor performance to contract requirements.		
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 (B)

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)	1-2			car
2. Hand Tools/Instruments: (i.e. Power Tools, PC's, office or laboratory equipment, weapons, etc.)	often			computer
3. Driving required?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			

G. JOB COMPETENCIES

Internal/External Contacts: Please select all that apply.	
<input checked="" type="checkbox"/>	Exchange of basic information with internal and/or external contacts.
<input 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 checked="" type="checkbox"/>	Perform with a high degree of authority in securing understanding and cooperation with internal and/or external contacts.
<input checked="" type="checkbox"/>	Maintain a continuing working relationship 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, 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.

Decision-Making: Please select <u>only one</u> of the following:	
<input type="checkbox"/>	Makes minimal decision-making responsibility.
<input 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 checked="" 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.

Complexity, Judgment and Problem Solving: 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 checked="" 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.

Please list all Technology, Systems and Software Knowledge required to perform the job:			
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. Item 4.0 (B)	
<input type="checkbox"/>	Level 1 This position has no supervisory/managerial responsibilities.
<input type="checkbox"/>	Level 2 General instructing, scheduling and reviewing the work of others as a "lead worker"; functional supervisor only.
<input type="checkbox"/>	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? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many?
<input checked="" type="checkbox"/>	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? <input type="checkbox"/> Yes <input type="checkbox"/> 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)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide total amount? ABOUT \$25M

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.

<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 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 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 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"/>
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 checked="" 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 type="checkbox"/> up to 20	<input checked="" 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 type="checkbox"/> up to 20	<input checked="" type="checkbox"/> up to 25	<input type="checkbox"/> up to 30	<input type="checkbox"/> up to

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

Item 4.0 (B)

WORK SCHEDULE: Please select all that apply.

<input checked="" type="checkbox"/>	Routine shifts 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; nature of work frequently requires irregular, unpredictable or particularly long hours.

DEMANDS/DEADLINES: Please select all that apply.

<input type="checkbox"/>	Little or no stress created by work, employees or public.
<input type="checkbox"/>	Intermittent or cyclical work pressures with occasional exposure to high stress work environments.
<input checked="" type="checkbox"/>	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 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:



Milwaukee County

December 8, 2015

Dear Ms. Kerry Mitchell,

I respectfully request to create the Director of Planning and Development, Facilities Management Division, position as an unclassified service type.

This position was created as part of the 2016 Department of Administrative Services – Facilities Management Division budget request. It is charged with the execution and sustainment of all planning and development functions for County facilities and falls in line with the structure that exists immediately adjacent to it within the Facilities Management Division. Of the four current Director level positions, three are unclassified and one is not. The position that is not unclassified is the Facilities Maintenance Manager, which will be reviewed in coordination with further facilities consolidation efforts.

Specific focal points within the newly created Planning & Development organization will be consistent with the industry standard asset lifecycle model developed by a work group of industry leader organizations including the Federal Facilities Council, International Facilities Management Association, and others. The efforts will reach beyond facilities operated and maintained by Facilities Maintenance and include consolidated planning and development efforts for all 1000+ County buildings valued over \$1.5B.

The primary focus for this position will be executing and coordinating the County's core facilities planning efforts, primarily executed through the Consolidated Facilities Planning Steering Committee. Further specific tasks include managing space planning, utilization, project programming, and requirements development. The entire spectrum of facilities planning will be incorporated from urban planning to continuously updating the Strategic Facilities Master Plan for the County.

The new leader will also be responsible for the supervision of the new organization. Within the first year this will include two space planners (likely to be Architects, Interior Designers, or Urban Planners) and a Facility Management Specialist focusing on the Facilities Maintenance capital programming and requirements development. The vision of the organization is to staff enough Facilities Management Specialists to cover all County facilities appropriately. It is foreseen that this will entail at least 5-7 Facilities Management Specialists that centrally manage the project programming and requirements development for all County facilities. In other Government organizations this is sometimes referred to as either the project development or requirements division. The County currently does not fill this function and this

position will be expected to develop the organization and implement processes and procedures to standardize efforts across all County Departments that operate and maintain facilities.

In summary, Milwaukee County is transforming itself as a leader in facilities management practices. This initiative requires an expert that has 100% accountability for Milwaukee County facilities planning and development requirements. They will be able to provide leadership the information necessary to make difficult, but fully educated, decisions regarding the future of our facilities in order to provide the best services possible in the most professional of environments.

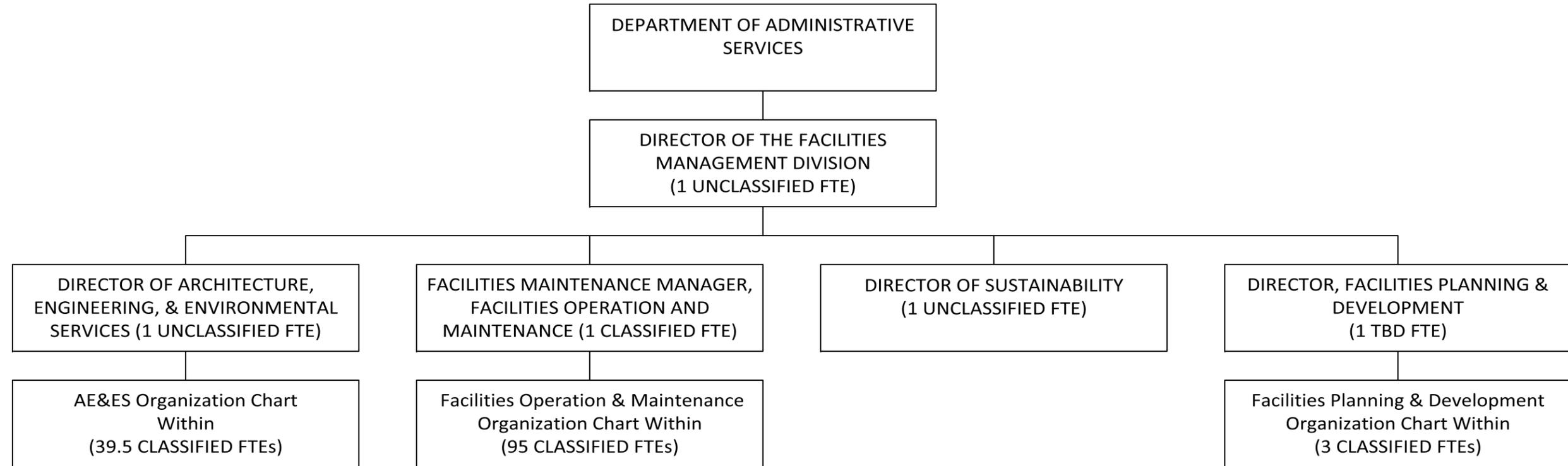
Your thoughtful consideration is much appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jeremy Theis', written over a horizontal line.

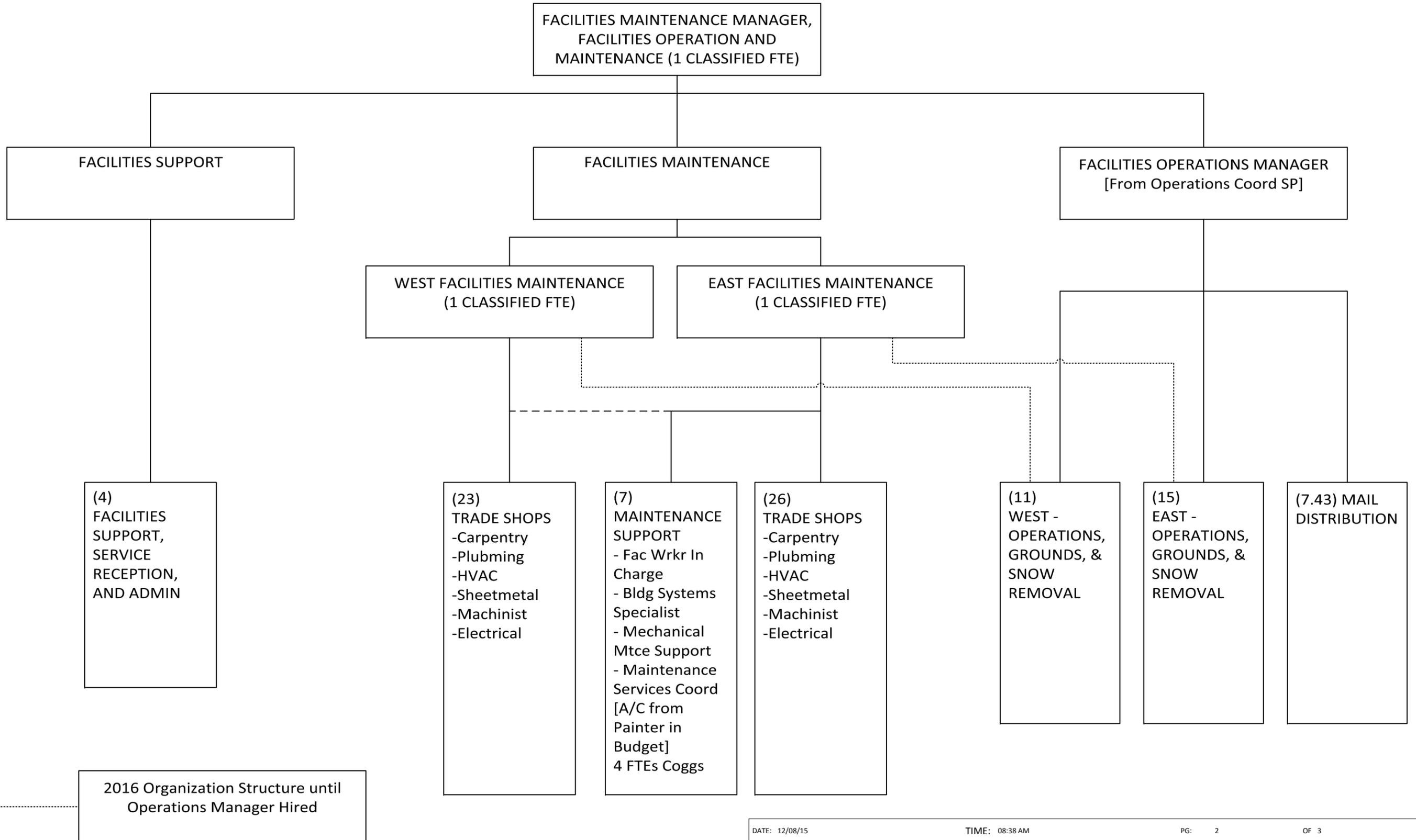
Jeremy Theis
Director, Facilities Management Division

DEPARTMENT OF ADMINISTRATIVE SERVICES FACILITIES MANAGEMENT DIVISION 2016 ORGANIZATION CHART



- Facility Zones**
- 1: Facilities Management Courthouse Complex, Medical Examiner
 - 2: Facilities Management Coggs, VPJJC, CATC, Facilities West, Water System
 - 3: Airport
 - 4: Parks
 - 5: Zoo
 - 6: MCSO
 - 7: House of Corrections
 - 8: Department on Aging
 - 9: Office for Persons with Disabilities
 - 10: Milwaukee Public Museum
 - 11: Historical Society
 - 12: Milwaukee Art Museum
 - 13: Charles Allis – Villa Terrace
 - 14. Behavioral Health Division
 - 15. Fleet
 - 16. MCTS

DEPARTMENT OF ADMINISTRATIVE SERVICES FACILITIES MANAGEMENT DIVISION FACILITIES OPERATION & MAINTENANCE 2016 ORGANIZATION CHART



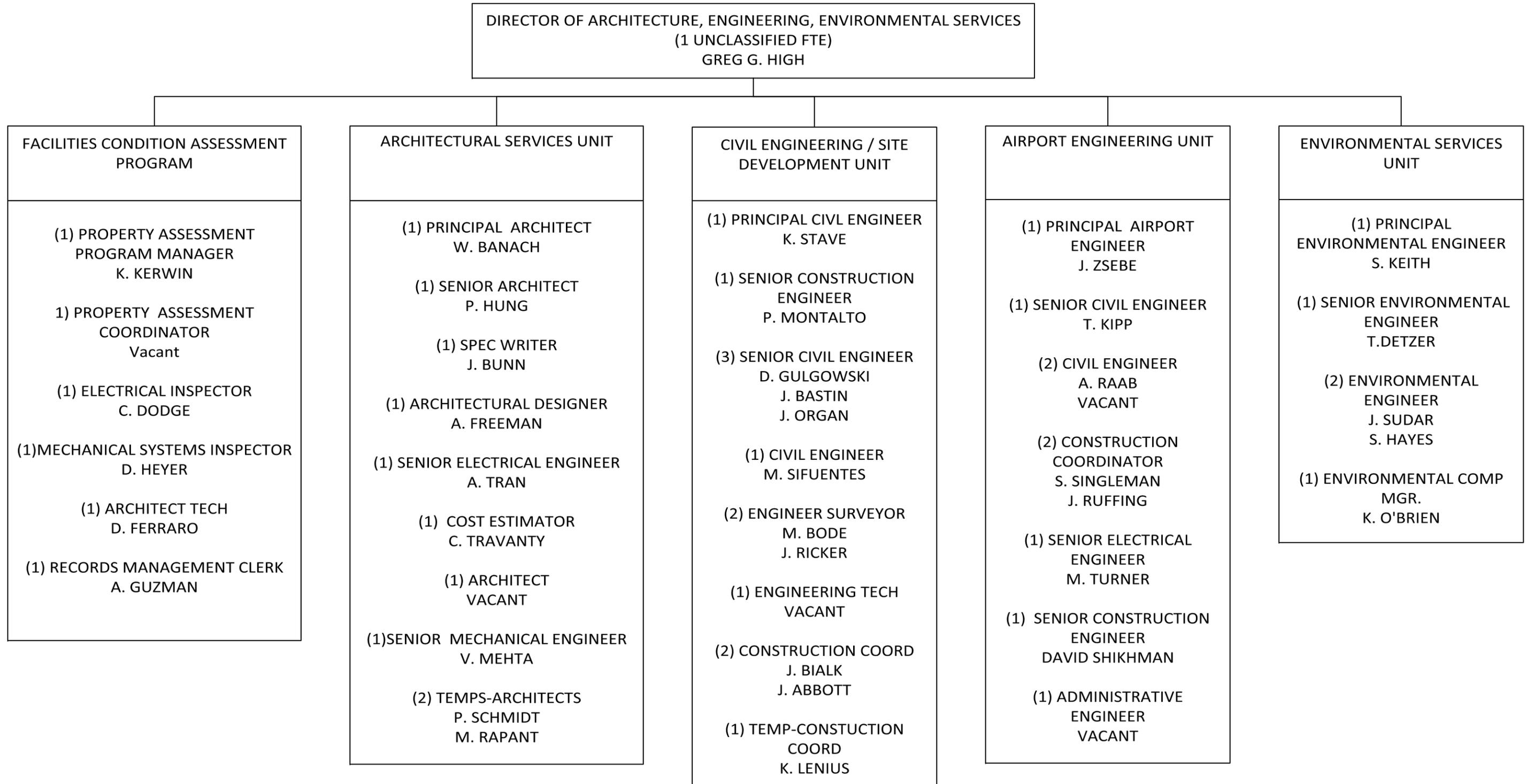
2016 Organization Structure until Operations Manager Hired

DEPARTMENT OF ADMINISTRATIVE SERVICES

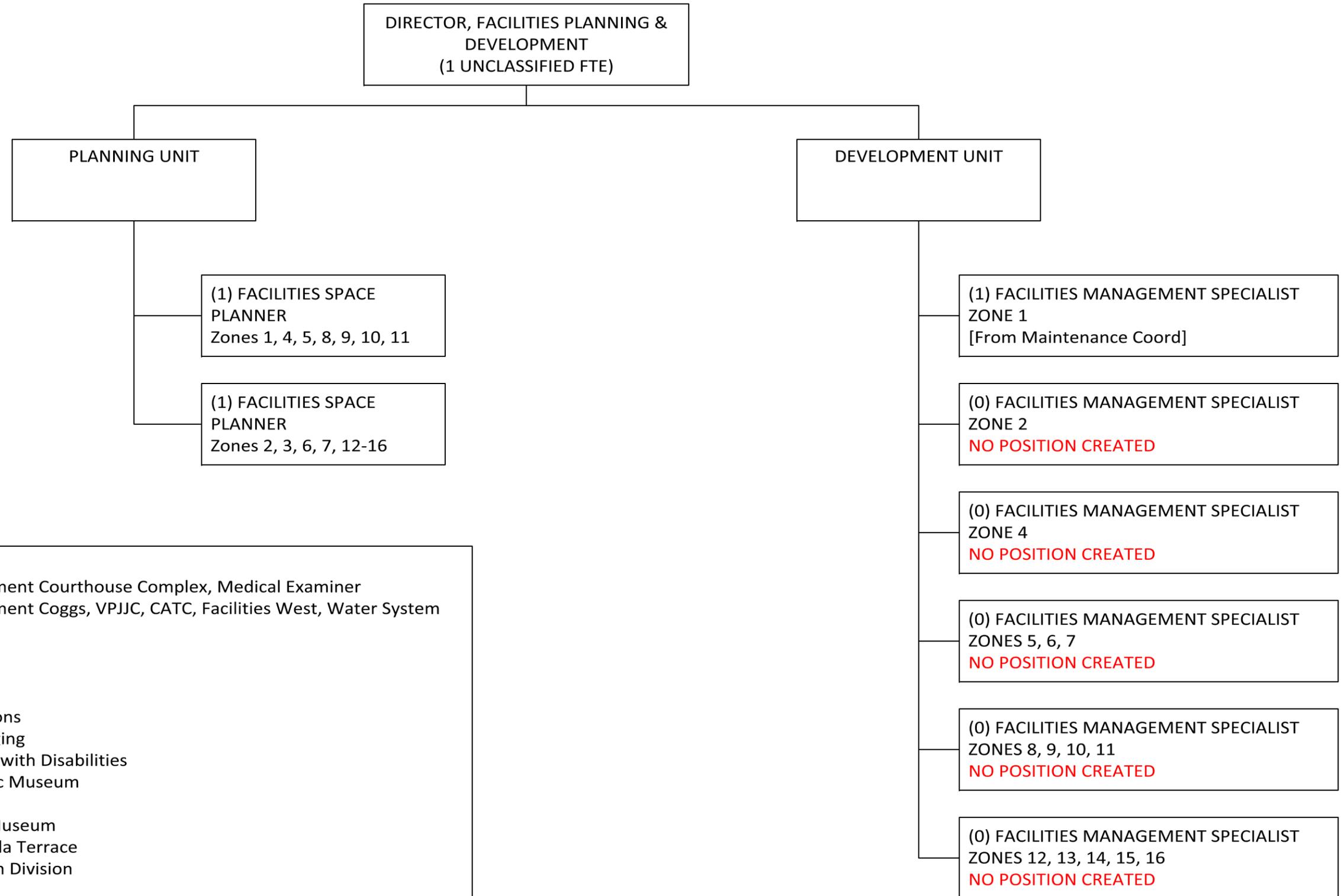
FACILITIES MANAGEMENT DIVISION

ARCHITECTURE, ENGINEERING & ENVIRONMENTAL SERVICES

2016 ORGANIZATION CHART



DEPARTMENT OF ADMINISTRATIVE SERVICES FACILITIES MANAGEMENT DIVISION PLANNING & DEVELOPMENT 2016 ORGANIZATION CHART



- Facility Zones**
- 1: Facilities Management Courthouse Complex, Medical Examiner
 - 2: Facilities Management Coggs, VPJJC, CATC, Facilities West, Water System
 - 3: Airport
 - 4: Parks
 - 5: Zoo
 - 6: MCSO
 - 7: House of Corrections
 - 8: Department on Aging
 - 9: Office for Persons with Disabilities
 - 10: Milwaukee Public Museum
 - 11: Historical Society
 - 12: Milwaukee Art Museum
 - 13: Charles Allis – Villa Terrace
 - 14: Behavioral Health Division
 - 15: Fleet
 - 16: MCTS



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):	1151	Division (Low Org):	NEW
Contact for this Study	Name: Jeremy M. Theis	Email: JEREMY.THEIS@MILWAUKEECOUNTY.GOV	
	Title: Director, DAS-FMD	Phone: 414-278-4940	
Current Job Title:	Director, Facilities Planning & Development		
Job Reports To:	Title: Director, DAS-FMD		
Request Type:	<input checked="" type="checkbox"/> Establish New <input type="checkbox"/> Review <input type="checkbox"/> Reclassification <input type="checkbox"/> Reallocation <input type="checkbox"/> Update Description <input type="checkbox"/> Other, Specify		

B. JUSTIFICATION STATEMENT:

1. Attach an organizational chart.
2. Explain the events or changes that made this request necessary.
Milwaukee County currently does not have a centralized facilities planning division. Having a facilities planning and development (requirements) division is an industry standard that is critical to Milwaukee County's fiscal future. The International Facility Management Associate, Federal Facilities Council, and State of Wisconsin all implement standard centralized facility planning practices. Multiple Department Heads/Elected Officials have requested centralized facilities planning take a greater role as well.

C. ABOUT THE JOB:

Job Status:	<input checked="" type="checkbox"/> Regular Full-Time	<input type="checkbox"/> Regular Part-Time	<input type="checkbox"/> Seasonal	<input type="checkbox"/> Contract
Shift:	<input checked="" type="checkbox"/> Day	<input type="checkbox"/> Evening	<input type="checkbox"/> Night	<input type="checkbox"/> Other:
Hours Per Week:	<input checked="" type="checkbox"/> >40 Hours	<input type="checkbox"/> 32-40 Hours	<input type="checkbox"/> 20-32 Hours	<input type="checkbox"/> <20 Hours
Travel:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, % Travel			
Will This Job Supervise/Manage?	<input checked="" type="checkbox"/> Supervise <input checked="" type="checkbox"/> Manage		<input type="checkbox"/> N/A	# of Direct Reports: 3 Initial

D. JOB SUMMARY:

Briefly state, in several sentences, the principle purpose or function of the job. Respond by describing What the job is, What its major objective is, and Why does it exist.
The position will be responsible for the execution and sustainment of all planning and development functions for County facilities. The primary focus for this position will be executing and coordinating the County's core facilities planning efforts, primarily executed through the Consolidated Facilities Planning Steering Committee as well as supervising and managing space planning, utilization, and requirements development.

E. ESSENTIAL DUTIES/RESPONSIBILITIES:

Item 4.0 (C)

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: Advise and Develop Facilities Capital Improvement Plan Input	% of Time: 15
	<i>Descriptive:</i> Supervise and lead individuals responsible for the collection and development of facility capital improvement requirements. Facilitate communication between Comptroller, AE&ES, Budget, Capital Improvements Committee, and others as part of Capital Improvement Plan development		
2.	<input type="checkbox"/> Original <input checked="" type="checkbox"/> New	Job Duty: Oversee Requirements Development	% of Time: 25
	<i>Descriptive:</i> Supervise, manage, and lead use of the asset requirements inventory for use in project planning and development. Develop systems to ensure systems are as accurate as feasible and can be relied on for fiscal forecasts required for various County Departments.		
3.	<input type="checkbox"/> Original <input checked="" type="checkbox"/> New	Job Duty: Manage Consolidated Facilities Planning Steering Committee	% of Time: 20
	<i>Descriptive:</i> Perform project management duties in the role of Master Facilities Planner for the Consolidated Facilities Planning Steering Committee. Duties include monitoring project status and communicating effects throughout County Departments and facilities.		
4.	<input type="checkbox"/> Original <input checked="" type="checkbox"/> New	Job Duty: Develop & Update Facilities Management Manual	% of Time: 10
	<i>Descriptive:</i> Further develop and implement centralized facilities guidance and processes for use throughout Milwaukee County as part of the Administrative Manual of Operating Procedures.		
5.	<input type="checkbox"/> Original <input checked="" type="checkbox"/> New	Job Duty: Oversee Space Management Program	% of Time: 10
	<i>Descriptive:</i> Supervise, develop, organize, and implement space management policies and procedures to maximize the efficient use of County facilities to ensure the proper footprint is maintained. Additional duties include coordinating with the Real Estate Lease Manager for all tenants.		
6.	<input type="checkbox"/> Original <input checked="" type="checkbox"/> New	Job Duty: Develop Facility Requirements Forecasts	% of Time: 10
	<i>Descriptive:</i> Utilize, develop, and submit accurate facility forecasts based on data gathered by facility management specialists, departments that operate and maintain facilities, as well as sourced data from AE&ES projects managers and Facilities Condition Assessment Program.		
7.	<input type="checkbox"/> Original <input checked="" type="checkbox"/> New	Job Duty: Oversee Facility Data Property Record Cards	% of Time: 5
	<i>Descriptive:</i> Develop, organize and maintain the property inventory database in conjunction with the Facilities Condition Assessment Program. Primary focus will be on property record cards detailing location, use, type, size, mission criticality, and other key features.		
8.	<input type="checkbox"/> Original <input checked="" type="checkbox"/> New	Job Duty: County Board Committee Reporting	% of Time: 5
	<i>Descriptive:</i> Develop and prepare reports on the requirements throughout Milwaukee County facilities assets for the development of 5 year capital improvement plans and fiscal summaries.		
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 (C)

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		Vehicle
2. Hand Tools/Instruments: (i.e. Power Tools, PC's, office or laboratory equipment, weapons, etc.)	x			PC's
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 checked="" type="checkbox"/>	Read, analyze, and interpret scientific and technical journals, financial reports and legal documents.
<input checked="" type="checkbox"/>	Prepare and/or present written communications that pertain to controversial and complex topics.

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

Complexity, Judgment and Problem Solving: Please select all that apply. Item 4.0 (C)	
<input type="checkbox"/>	Work of a relatively routine nature. Requires the ability to understand and follow instructions.
<input type="checkbox"/>	Structured work, following a limited variety of standard practices.
<input type="checkbox"/>	Generally structured work, but involving a choice of action within limits of standard policy and procedures.
<input type="checkbox"/>	Generally diversified and moderately difficult work. Requires judgment in the adaptation and interpretation of established practices and procedures to meet problems and situations to which the application is not clearly defined.
<input checked="" type="checkbox"/>	Typically difficult or complex work. Generally governed by broad instructions and objectives usually involving frequently changing conditions and problems.
<input checked="" type="checkbox"/>	Work requires the ability to plan and perform work in light of new or constantly changing problems, work from broad instruction, and deal with complex factors not easily evaluated. Decisions require considerable judgment, initiative, and ingenuity in areas there is little precedent.
<input checked="" type="checkbox"/>	Work requires the ability to act independently in the formulation and administration of policies and programs for major departments or functions.

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

List the names of the Department(s)/Division(s) supervised/managed by this job:	
<ul style="list-style-type: none"> Department of Administrative Services / Facilities Management Division 	

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? 750,000

- Go To Next Page -

H. WORKING CONDITIONS

Item 4.0 (C)

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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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 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 checked="" type="checkbox"/>	<input type="checkbox"/>
Fine Dexterity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manual Dexterity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Upper Extremity Repetitive Motion	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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"/>
<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 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 checked="" type="checkbox"/>	<input type="checkbox"/>
Sustained Mental Activity (i.e. auditing, problem solving, grant writing, composing reports)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>				
<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 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dust	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Temperature Extremes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Loud Noises	<input type="checkbox"/>	<input checked="" 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"/>				

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

I. EDUCATION, EXPERIENCE AND LICENSE

EDUCATION	
Please indicate the MINIMUM educational level required:	
<input type="checkbox"/>	HS Diploma/GED
<input type="checkbox"/>	Associate's Degree
<input checked="" type="checkbox"/>	Bachelor's Degree
<input type="checkbox"/>	Graduate Degree
<input type="checkbox"/>	Post Graduate Degree (PhD)
<input type="checkbox"/>	Professional Degree (Law, Medicine, etc.)
<input type="checkbox"/>	Other:

WORK EXPERIENCE	
Please indicate the MINIMUM number of years of practical experience required.	
<input type="checkbox"/>	No experience
<input type="checkbox"/>	Less than one year
<input type="checkbox"/>	One to three years
<input type="checkbox"/>	Three to five years
<input checked="" type="checkbox"/>	Five or more years

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

LICENSE/CERTIFICATION:
What license(s), certification/certificate(s), registration(s), or other regulatory requirements/training:
Licensed Architect or Engineer in the State of Wisconsin preferred, but not required; Valid drivers license

J. ADDITIONAL COMMENTS

Please list additional items not covered in this questionnaire that you feel would be helpful in understanding the job.	
<ul style="list-style-type: none"> • Knowledge of engineering economics basics including Present Value and Future Value analyses. • Familiarity with government contracting, acquisition, and procurement. • Ability to prepare analytical reports on complex public works building systems • Ability to develop effective working relationships • Familiarity with IFMA, APPA, and Federal Facilities Council industry standards in regards to Facilities Management. • Membership in APWA, IFMA, APPA, or similar facilities management agency. 	

K. SIGNATURES:

SUPERVISOR'S/MANAGER'S CONFIRMATION:

Item 4.0 (C)

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

Supervisor/Manager Signature: *Jeremy Theis*

Date: 12/8/2015

Department/Division Head Signature:

Date:

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: