MILWAUKEE COUNTY
CIVIL SERVICE COMMISSION MEETING
Friday, May 8, 2015, 4:03 p.m.
Courthouse Room 306

Minutes

ROLL CALL:

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

OLD BUSINESS:

None.

NEW BUSINESS:

1. The Secretary to the Civil Service Commission requests the approval of the Civil Service Commission minutes from April 9, 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 March 31 and April 14, 2015.

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

   ACTION: So ordered.

3. From the Director, Department of Family Care, requesting to transfer the position of Contracts Administrator from the classified to unclassified service.

   Appearances: Rick Ceschin, Secretary to the Commission
   Maria Ledger, Director of Family Care
   Laurie Braun, Human Resources Partner

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

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

   Noes – 0

DRAFT

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. Patricia Hundley, Unit Clerk, BHD *(laid over from previous meeting)*
Hearing Examiner – Omar Mallick
Written Charges for Discharge, dated March 13, 2015

ACTION: Maria Monteagudo made a motion to lay the matter over and directed the Commission's counsel to draft new language regarding non-disciplinary separations; it was seconded by Janet Cleary.

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

Noes – 0

b. Gail Thomas, Nursing Assistant I MH, BHD *(laid over from previous meeting)*
Hearing Examiner – Omar Mallick
Written Charges for Discharge, dated March 16, 2015

ACTION: Maria Monteagudo made a motion to lay the matter over and directed the Commission's counsel to draft new language regarding non-disciplinary separations; it was seconded by Janet Cleary.

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

Noes – 0

c. Ciarra Turner, Certified Nursing Assistant, BHD
Hearing Examiner – Chuck Schumacher
Written Charges for Discharge, dated March 29, 2015

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

DRAFT

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

Noes – 0

Meeting Adjournment

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

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

Noes – 0

Meeting adjourned at 5:15 pm.

Approved by:

_____
Rick Ceschin
Secretary to the Civil Service Commission

RC:rmj
C: Personnel Review Board

DRAFT

Milwaukee County Personnel Review Board

Meeting Minutes – April 28, 2015

I. Roll Call

Board Vice President Susan A. Lueger called to order the regular meeting of the Personnel Review Board at 9:00 a.m. on Tuesday, April 28, 2015, in Room 203-R of the Milwaukee County Courthouse.

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

II. Approval of the Minutes of the April 14, 2015 Meeting

Ms. Bruno moved, Ms. Soberalski seconded, and the Board, by vote of 4-0, approved the minutes of the March 31, 2015 meeting.

III. Proposed Procedure for Sharing Closed Case Files with Corporation Counsel

The Board heard the report of Ms. Rebecca Janz, PRB/Ethics Board Administrator, that the Board's counsel, Mr. Dennehy, and Corporation Counsel had met and worked out the following procedure by which the Board would provide Corporation Counsel with copies of PRB case files in response to discovery requests:

> The Executive Secretary of the Personnel Review Board, in consultation with the President of the Personnel Review Board, will review files subject to discovery requests made of Milwaukee County for privileged information relative to the Personnel Review Board. Any such privileged information in the file will be logged and removed from the file prior to giving the file and log of privileged information to Corporation Counsel. Any confidential information that may not be apparent to Corporation Counsel will be included and noted for Corporation Counsel to consider whether to request a protective order for that information.

Ms. Bruno moved, Ms. Soberalski seconded, and the Board, by unanimous vote (4-0) adopted the procedure.

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

None.

V. Correspondence

The Board heard the report of Ms. Janz that the office received notice of appeal of the Board's determination in Case No. 2-3233 regarding the Discharge of Christopher Conell.

VI. First Appearances

A. DISCHARGE

OSCAR RUSH, Facilities Worker Security, SHERIFF
Case #2-4209, dated 04/10/2015 for IA #15-057
The Board heard the report of Molly Zillig, Assistant Corporation Counsel, that Oscar Rush waived his right to a hearing within 21 days and requested a hearing date certain. Julie Straseske, Clerical Specialist, confirmed that Mr. Rush also informed the Board that he waived his right to a hearing within 21 days. Ms. Bruno moved, Ms. Soberalski seconded, and the Board, by unanimous vote (4-0) scheduled the matter for an update on May 12, 2015.

VII. Update

A. GRIEVANCE

DOUGLAS FELDE, Airport Maintenance Worker, DOT
Case #4-4192, dated 02/23/2015
The Board determined to lay over its determination whether it had jurisdiction of the Douglas Felde grievance to the next Board meeting on May 12, 2015, to allow the Board to consult with Mr. Dennehy, who has unable to attend today's meeting. The parties had no objections. Ms. Bruno moved, Ms. Soberalski seconded, and the Board, by unanimous vote (4-0) laid over the matter of whether it had jurisdiction of the matter to May 12, 2015.

VIII. Hearings

A. DISCHARGE

DONNA FLEES, Paralegal, FAMILY CARE
Case #2-4184, dated 2/05/2015
The Board heard the report of Attorney Molly Zillig, Assistant Corporation Counsel, that the parties had reached a settlement and requested that this matter be put to the call of the chair until June 22, 2015. Ms. Flees will seek other employment and resign on or before June 23, 2015. Ms. Bruno moved, Ms. Soberalski seconded, and the Board, by unanimous vote (4-0), put the matter to the call of the chair until June 22, 2015.

JOSHUA WOLF, Correction Officer I, HOC
Case #2-4190, dated 02/17/2015, for HOC IA #14-184
Case #2-4191, dated 02/17/2015, for HOC IA #14-203
The Board heard the report of Mr. David Eisner, Staff Representative, District Council 48, AFSCME, that Joshua Wolf has submitted his resignation. Attorney Molly Zillig, Assistant Corporation Counsel, confirmed. The Board recognized the resignation and closed the case.

IX. Adjournment

Ms. Soberalski moved, Ms. Bruno seconded, and the Board, by unanimous vote (4-0), adjourned the meeting at 9:12 a.m.

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

Milwaukee County Personnel Review Board

Meeting Minutes – May 12, 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, May 12, 2015, in Room 203-R of the Milwaukee County Courthouse.

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

Ms. Bruno left the meeting at 3:03 p.m. after deliberating the Kim Lisowski and Douglas Felde matters (items VII. A. and C.) with the Board.

II. Approval of the Minutes of the April 28, 2015 Meeting

Ms. Bruno moved, Ms. Soberalski seconded, and the Board, by vote of 3-0, approved the minutes of the April 28, 2015 meeting. Mr. Dennehy abstained because he was not present at the April 28, 2015 meeting.

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

None.

IV. Correspondence

The Board heard the report of Ms. Janz that the office received Corporation Counsel's brief regaring the Board's jurisdiction of the Jason Jahn Grievance, Case No. 4-4208.

V. First Appearances

A. DISCHARGE

MARQUIS JOHNSON, Juvenile Correction Officer, DHHS
Case #2-4214, dated 04/30/2015

The Board heard the report of Paul Kuglitsch, Assistant Corporation Counsel, that Marquis Johnson, who was not present, waived his right to a hearing within 21 days, requested a hearing date certain, and had applied for disability/retirement. Mr. Kuglitsch requested the Board set a hearing date certain for June 23, 2015, because Mr. Johnson should know the outcome of his retirement application at that time. Ms. Bruno moved, Ms. Soberalski seconded, and the Board, by unanimous vote (4-0) scheduled the matter for hearing certain on June 23, 2015.

JUDITH TAYLOR, Clerical Assistant II, DHHS
Case #2-4210, dated 04/23/2015

The Board heard the report of David Eisner, AFSCME, District Council 48, that Judith Taylor, who was not present, waived her right to a hearing within 21 days, authorized AFSCME, District Council 48 to represent her in this matter, requested a hearing date certain, and had applied for emergency retirement. Mr. Eisner requested

the hearing be scheduled for an update on June 9, 2015. Mr. Kuglitsch concurred and added that Ms. Taylor should be able to sign her retirement paperwork on May 26. Ms. Bruno moved, Ms. Soberalski seconded, and the Board, by unanimous vote (4-0) scheduled the matter for a status update on June 9, 2015.

B. DISCHARGE AND SUSPENSION

NOLAN GAIOVNIK, Correction Officer 1, SHERIFF
Case #1-4211, dated 04/30/2015 for IA #15-071 for 60 days
Case #2-4212, dated 05/04/2015 for IA #15-090
The Board heard the report of David Eisner, AFSCME, District Council 48, that Nolan Gaiovnick, who was present, waived his right to a hearing within 21 days, authorized AFSCME, District Council 48 to represent him in this matter, and requested a hearing date certain. Paul Kuglitsch, Assistant Corporation Counsel, had no objection. Ms. Bruno moved, Ms. Soberalski seconded, and the Board, by unanimous vote (4-0) scheduled the matter for a status update on June 23, 2015.

C. SUSPENSION

DONNELL WILSON, Airport Maintenance Worker, DOT
Case #1-4213, dated 04/23/2015 for 10 days
The Board heard the report of Paul Kuglitsch, Assistant Corporation Counsel, that Donnell Wilson, who was not present, waived his right to a hearing, and accepted his suspension. Ms. Julie Straseske confirmed that the Board received Mr. Wilson's waiver. Ms. Lueger moved, Ms. Soberalski seconded, and the Board, by unanimous vote (4-0) accepted the waiver and closed the case.

VI. Update

A. DISCHARGE

OSCAR RUSH, Facilities Worker Security, SHERIFF
Case #2-4209, dated 04/10/2015
The Board heard the report of Paul Kuglitsch, Assistant Corporation Counsel, that Oscar Rush, who was present, requested a hearing date certain for June 9, 2015. Mr. Rush concurred. Ms. Bruno moved, Ms. Soberalski seconded, and the Board, by unanimous vote (4-0) scheduled the matter for hearing certain on June 9, 2015.

B. GRIEVANCE

DOUGLAS FELDE, Airport Maintenance Worker, DOT
Case #4-4192, dated 02/23/2015
The Board heard the request of David Eisner, AFSCME, District Council 48, that the Board lay over its determination of whether it had jurisdiction of Mr. Felde's grievance for one cycle because Mr. Felde was unable to make today's meeting. Paul Kuglitsch, Assistant Corporation Counsel, had no objection to laying the matter over to the next meeting if the Board needed to hear oral argument on the question of jurisdiction. The Board determined to discuss the matter in closed session today, and make a decision at the next meeting.
(See Below, Item VII.C.)

VII. Hearings

A. DISCHARGES AND SUSPENSIONS

KIM LISOWSKI, Clerical Assistant II, SHERIFF
Case #1-3538, dated 03/26/2011 for IA #11-043 for 10 days
Case #1-4104, dated 04/24/2014 for IA #13-331 for 2 days
Case #1-4105, dated 04/24/2014 for IA #13-360 for 5 days
Case #1-4106, dated 04/24/2014 for IA #14-083 for 10 days
Case #2-4133, dated 06/26/2014 for IA #14-117
Case #2-4134, dated 06/26/2014 for IA #14-148
David Eisner, Staff Representative, AFSCME, District Council 48, represented Ms. Lisowski while the appointing authority, represented by Paul Kuglitsch, Assistant Corporation Counsel, presented its case. After the appointing authority rested, Ms. Lisowski dismissed Mr. Eisner as her representative and requested a continuance to obtain legal representation. The Board denied her request as untimely because it was not made until after the appointing authority rested its case and because the matters had already been continued several times at Ms. Lisowski's request. Ms. Lisowski then represented herself for the remainder of the hearing.

At 2:48 p.m., Ms. Bruno moved, Ms. Soberalski seconded, and the Board voted 4-0 to go into closed session to deliberate the Kim Lisowski and Douglas Felde matters. At 3:02 p.m.., the Board reconvened in open session.

Ms. Bruno moved, Ms. Soberalski seconded, and the Board, by unanimous vote (4-0) found that the evidence was sufficient to sustain all alleged violations of Civil Service Rule VII, Section 4(1), paragraphs (l) and (m). The Board upheld the suspensions and discharges as issued by the appointing authority in Cases IA #13-331, IA #13-360, IA #14-083, IA #14-117, and IA #14-148. However, the Board reduced the 10-day suspension issued in Case IA #11-043 to a 7-day suspension because, although it disagreed with her actions in the incident, the Board believed Ms. Lisowski did have a right to a copy of her performance evaluation when she requested it.

B. SUSPENSIONS

BRIAN FOX, Deputy Sheriff, SHERIFF
Case #1-4195, dated 02/26/2015, for IA #14-302 for 15 days
The Board heard the report of Roy Felber, Milwaukee Deputy Sheriff's Association, that Mr. Fox waived his right to a hearing and accepted his suspension. Ms. Julie Straseske confirmed the Board received a copy of Mr. Fox's waiver from Mr. Felber. Ms. Bruno moved, Ms. Soberalski seconded, and the Board, by unanimous vote (4-0), accepted the waiver and closed the case.

LASHARA SCOTT, Correction Officer I, SHERIFF
Case #1-4200, dated 02/26/2015, for IA #15-001 for 30 days
At 3:33 p.m., Ms. Lueger moved, Mr. Dennehy seconded, and the Board voted 4-0 to go into closed session to deliberate the Lashara Scott mater. At 3:36 p.m.., the Board reconvened in open session.

Ms. Soberalski, Ms. Lueger moved, seconded, and the Board, by unanimous vote (3-0) found the evidence was sufficient to sustain violations of Civil Service Rule VII, Section 4(1), paragraphs (l), (r), (t), and (u), and upheld the 30-day suspension.

C. GRIEVANCE

DOUGLAS FELDE, Airport Maintenance Worker, DOT
Case #4-4192, dated 02/23/2015

At 2:48 p.m., Ms. Bruno moved, Ms. Soberalski seconded, and the Board voted 4-0 to go into closed session to deliberate the Kim Lisowski and Douglas Felde matters. At 3:02 p.m.., the Board reconvened in open session.

After deliberation, the Board determined that no further argument or briefing was necessary on the issue and that the Board was prepared to make a decision. Ms. Lueger moved, Ms. Soberalski seconded, and the Board, by unanimous vote (4-0), found that it did not have jurisdiction of the above-captioned grievance because the grievance concerns the application of seniority in work assignments, not hours, working conditions, or other issues the Board has jurisdiction to address under the ordinance. *See* C.G.O. ch. 17.207(1). Because the Board does not have jurisdiction of this matter, the Board accordingly dismissed the grievance and closed the case

VIII. Adjournment

Ms. Lueger moved, Mr. Dennehy seconded, and the Board, by unanimous vote (3-0), adjourned the meeting at 3:36 p.m.

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

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):	5040	**Division (Low Org):**	5061
Contact for this Study	Name: Patricia Walslager	Email: PWALSLAGER@MITCHELLAIRPORT.COM	
	Title: Deputy Airport Director - Fin	Phone: 747-5703	
Current Job Title:	Manager IT - Airport (TC new)		
Job Reports To:	Title: Deputy Airport Director - Finance & Admin		
Request Type:	☐ Establish New ☐ Review ☐ Reclassification ☐ Reallocation ☒ Update Description ☐ Other, Specify		

B. JUSTIFICATION STATEMENT:

1. Attach an organizational chart.
2. Explain the events or changes that made this request necessary.
County Wide compensation study. Part of the 2014 Airport budget request, this creates a supervisory position for the 3 Airport Network Technical Specialists. The team provides all the IT serviced needed by Airport staff and all the users of the Airport facility.

C. ABOUT THE JOB:

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

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 purpose of this position is to manage a team of 3 Network Technical Specialist IV that will plan, coordinate, control, prioritize and provide status reporting on all server and storage infrastructure and related application services for the Airport Division, DOT - Milwaukee County

E. ESSENTIAL DUTIES/RESPONSIBILITES:

Item 4.1

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.	☒ Original ☐ New	Job Duty: Strategy & Planning	% of Time: 45
	Descriptive:	Manage, supervise, train, mentor, monitor productivity and evaluate assigned technical staff; Supervise the design, development, installation and maintenance of servers to meet the needs of users; project lead - design and review of new systems, application & hardware	
2.	☒ Original ☐ New	Job Duty: Acqusition & development	% of Time: 20
	Descriptive:	Conduct research on server hardware, software, and protocols in support of procurement and development efforts;	
3.	☒ Original ☐ New	Job Duty: Operational Management	% of Time: 30
	Descriptive:	Serve as cornerstone for escalating server issues and provide timely response to customer; Plan and implement server upgrades, maintenance fixes, vendor-supplied patches and perform strategic planning in this space;Monitor and test system performance	
4.	☒ Original ☐ New	Job Duty: Supervision	% of Time: 5
	Descriptive:	Manage members of the server team	
5.	☒ Original ☐ New	Job Duty: Operational Management	% of Time:
	Descriptive:	Act as a liason with outside vendors, IMSD and other parties	
6.	☐ Original ☐ New	Job Duty:	% of Time:
	Descriptive:		
7.	☐ Original ☐ New	Job Duty:	% of Time:
	Descriptive:		
8.	☐ Original ☐ New	Job Duty:	% of Time:
	Descriptive:		
9.	☐ Original ☐ New	Job Duty:	% of Time:
	Descriptive:		
10.	☐ Original ☐ New	Job Duty:	% of Time:
	Descriptive:		

F. EQUIPMENT, TOOLS & MATERIALS

Item 4.1

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.)	yes			all IT related, Pc's, servers, fiber optic lines & switches etc.
3. Driving required?	☒ Yes ☐ No			

G. JOB COMPETENCIES

Internal Contacts: Please select all that apply.	
☒	Contact with employees or others primarily at a routine level involving basic information exchange.
☒	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.
☒	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.
☒	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.	
☐	No contact with people outside the organization.
☐	Limited external contact to: gather information, answer queries, or ask assistance.
☒	Frequent external contact to: gather information, answer queries, or ask assistance.
☒	External contact involving a requirement to maintain a continuing external working relationship with individuals, or organizations.
☒	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.	
☒	Read, write and comprehend simple instructions, short correspondence and memos.
☒	Read and interpret safety rules, operating/maintenance instructions and procedure manuals.
☒	Write routine reports, correspondence, and speak effectively before both internal and external groups.
☒	Read, analyze, and interpret business manuals, technical procedures and/or government regulations.
☒	Read, analyze, and interpret scientific and technical journals, financial reports and legal documents.
☒	Prepare and/or present written communications that pertain to controversial and complex topics.

Decision-Making: Please select only one of the following:	
☐	Requires minimal decision-making responsibility.
☐	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.
☐	Regularly makes decisions of responsibility, involving evaluation of information. Decisions may require development or application of alternatives or precedents.
☒	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.
☐	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.
☐	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.
☐	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 4.1	
☐	Work of a relatively routine nature. Requires the ability to understand and follow instructions.
☐	Structured work, following a limited variety of standard practices.
☐	Generally structured work, but involving a choice of action within limits of standard policy and procedures.
☒	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.
☒	Typically difficult or complex work. Generally governed by broad instructions and objectives usually involving frequently changing conditions and problems.
☒	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.
☒	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.	
☐	**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.
☐	**Level 2** Recommends personnel actions (hiring, termination, pay changes). Involves scheduling, supervision, and evaluation of work of employees who perform similar work assignments.
☒	**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.
☐	**Level 4** Scheduling, supervision, and evaluation of work as a superior of "managers". Administers through subordinate managers, departmental multi-function programs or operations.
☐	**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:

- 3 -Network Technical Specialist IV - Airport (00065492) in the Airport Division

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?

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H. WORKING CONDITIONS

Item 4.1

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

WORK SCHEDULE: Please select all that apply.

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

DEMANDS/DEADLINES: Please select all that apply.	
☐	Little or no stress created by work, employees, or public.
☒	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.
☒	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.
☒	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:	
☐ HS Diploma/GED	
☐ Associate's Degree	Area of specialization/major:
☒ Bachelor's Degree	Area of specialization/major: INFORMATION SYSTEMS/ TECHNOLOGY
☐ Graduate Degree	Area of specialization/major: See Section J, Item A for addtl info
☐ Post Graduate Degree (PhD)	Area of specialization/major:
☐ Professional Degree (Law, Medicine, etc.)	Area of specialization/major:
☐ Other:	Please indicate:

WORK EXPERIENCE Please indicate the MINIMUM number of years of practical experience required.	
☐ No experience	
☐ Less than one year	*Area(s) of experience:*
☐ One to three years	*Area(s) of experience:*
☐ Three to five years	*Area(s) of experience:*
☒ Five or more years	*Area(s) of experience:* server & enterprise environments & disaster recovery

SUPERVISORY/MANAGEMENT EXPERIENCE Please indicate the MINIMUM number of years of supervisory/management experience required.	
☐ No experience	
☐ Less than one year	*Area(s) of experience:*
☐ One to three years	*Area(s) of experience:*
☒ Three to five years	*Area(s) of experience:* See Section J, Item A:
☐ Five or more years	*Area(s) of experience:*

LICENSE/CERTIFICATION: What license(s), certification/certificate(s), registration(s), or other regulatory requirements/training:
Microsoft or Cisco Certified Professional; architecting enterprise class environments in products including IBM's XIV Storage System, VMware, Tivoli Storage Manager, Microsoft Server

J. ADDITIONAL COMMENTS

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

- Item A: Minimum Education & Years of Experience Required: Bachelor's Degree in Information Systems/Technoloygy, computer science or related field with five (5) or more years of Information Systems, Networking, LAN Management, disater recovery experience and three (3) or more years of supervisory and/or management experience.
-
- Item B: Federal Airport Security regulations require that applicants successfully undergo a crimina history background check to maintain security clearance for unescorted access to secure areas of the airport.

K. SIGNATURES:

Item 4.1

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: *Patricia M Walslager*	**Date:** August 2, 2013
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	**Initials:**	**Date:**
Analyzed by Human Resources - Compensation Department	**Initials:**	**Date:**

Item 4.2

DEPARTMENT OF TRANSPORTATION

AIRPORT DIVISION

5041
DIRECTOR OF TRANSPORTATION

5041
AIRPORT DIRECTOR

ASSISTANT CORPORATION COUNSEL

5041
1 MARKETING/PUBLIC RELATIONS COORDINATOR (AIRPORT)
1 SENIOR EXECUTIVE ASSISTANT (NR)
2 AIRPORT INTERN (522 hrs. ea.)

5041
1 EXECUTIVE ASST. (AIRPORT)

5041
1 AIRPORT PUBLIC RELATIONS MANAGER

5041
1 AIRPORT MARKETING MANAGER

1 AIRPORT MARKETING & PUBLIC RELATIONS COORDINATOR

5041
1 NOISE PROGRAM MANAGER

5041
1 ASST. NOISE PROGRAM MGR.

5041
1 AIRPORT PLANNER

5041
1 GIS COORDINATOR

2 STUDENT INTERN (2088 HRS. EA.)

5041
1 GIS SPECIALIST

(Non-airport)
AIRPORT ENGINEERS
1 AIRPORT ENGINEER
3 MANAGING ENGINEER – DESIGN
1 MANAGING ENGINEER – ELEC.
1 CIVIL ENGINEER
2 CONST. COORDINATOR
1 ADM. ASST. I (GEN.)

5041
1 DEPUTY AIRPORT DIRECTOR BUSINESS & COMMERCIAL MANAGEMENT
1 SECRETARY

5041
1 AIRPORT BUSINESS MANAGER MKE BUSINESS PARK

5041
1 AIRPORT PROPERTIES MANAGER CONCESSIONS

5041
1 AIRPORT PROPERTIES MANAGER – (AIRSIDE)

5041
1 CONTRACT PAYMENT SPECIALIST

5041
1 DEPUTY AIRPORT DIRECTOR FINANCE/ADMINISTRATION
2 SECRETARIAL ASSISTANTS

5041
1 DEPUTY AIRPORT DIRECTOR (OPERATIONS/MAINTENANCE)

1 AIRPORT INTERN (500 HRS.) OPEN

5062
1 CHIEF OF AIRPORT RESCUE & FIRE FIGHTING (ARFF)

5062
5 ASST CHIEF OF ARFF & FIRE FIGHTING

18 FIREFIGHTER AND EQUIP. OPERATOR

5055
1 AIRPORT ENVIRONMENTAL COMPLIANCE MANAGER

5051
1 AIRPORT MAINTENANCE MANAGER

5041
1 ACCOUNTING MANAGER (AIRPORT)
1 FISCAL ASST. 2

5041
2 ACCOUNTANT IV
3 ACCOUNTANT III
2 ACCOUNTANT II

5041
1 I.T. MANAGER

5041
3 NETWORK TECH SPECIALIST IV

5055
1 SAFETY MANAGER – AIRPORT

5051
2 ASSISTANT AIRPORT MAINTENANCE MANAGER
1 MGMT ASSISTANT (AIRPORT)

5051
1 AUTO & EQUIP. SERVICE SUPERVISOR

5051
1 AUTO & EQUIP. SERVICE TECH IN CHARGE
8 AUTO & EQUIP. SERVICE TECH
1 AUTO & EQUIP. PARTS TECH

5065
AIRPORT OPERATIONS MANAGER – LANDSIDE

5065
ASST. AIRPORT OPERATIONS MANAGER LANDSIDE

5065
5 AIRPORT OPERATIONS COORDINATORS LANDSIDE

PARKING COORDINATOR
(Non-airport)

5064
1 AIRPORT PUBLIC SAFETY & SECURITY MANAGER

5064
1 ASST AIRPORT PUBLIC SAFETY & SECURITY MANAGER

5064
2 AIRPORT PUBLIC SAFETY & SECURITY COORDINATORS
3 AIRPORT SECURITY OPERATORS

1 CAPTAIN 59 DEPUTIES
8 SERGEANT 3 K-9 DEPUTIES
1 CLERICAL
(Non-airport)

CONTRACT SECURITY
(Non-airport)

5061
1 AIRPORT OPERATIONS MANAGER AIRSIDE
1 CLERICAL ASSIST.

2 ASSISTANT AIRPORT OPERATIONS MANAGER

AIRPORT EMERGENCY MGMT COORDINATOR

11 AIRPORT OPERATIONS COORDINATOR II
8 AIRPORT CONTROL CENTER OPERATOR

5051
1 MAINT. SUPERVISOR AIRPORT

CLERICAL ASST. 1 MAINT.

5051
2 ELECTRICAL MECHANIC SUPERVISOR

5051
9 ELECTRICAL MECHANIC
1 ELECTRONIC MECHANIC

5051
6 ASSISTANT AIRPORT MAINT. SUPERVISOR

5051
* 1 AIRPORT MAINTENANCE WORKER IN CHARGE
2 AIRPORT MAINTENANCE WORKER

L.J. TIMMERMAN AIRPORT

5051
* 4 AIRPORT MAINT. WORKER IN CHARGE
61 AIRPORT MAINT. WORKER RA
1 STORES CLERK I
27 AIRPORT WORKER SEASONAL

G.M.I.A. AIRPORT

5051
6 AIRPORT GROUNDS WORKER (SEASONAL– 2,880 HRS.)

5051
1 OPERATING AND MAINTENANCE SUPERVISOR

5051
2 HEATING AND VENTILATING MECHANIC II
8 HEATING AND VENTILATING MECHANIC I
2 PLUMBER
2 STEAMFITTER (TEMPERATURE CONTROL

5051
1 AIRPORT FACILITIES SUPERV.

5051
* 3 ASST. FACILITIES SUPERVISOR
3 AIRPORT MAINT. WORKER ASST. (IN CHARGE)

5051
37 AIRPORT MAINT. WORKER ASSTS

REV. 1/1/15

* SHIFT COMMANDERS–NON SUPERVISORY

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COUNTY OF MILWAUKEE

INTEROFFICE COMMUNICATION

Date: May 29, 2015

To: Milwaukee County Civil Service Commission

From: Karen Freiberg, Deputy Airport Director—Finance & Administration

Subject: **Request to Transfer a Position from the Classified Service to the Unclassified Service**

Request

The Department of Transportation—Airport Division requests that the position of Manager IT – Airport be transferred from the classified service to the unclassified service.

Background / Analysis

The Manager IT – Airport will be responsible for oversight of the Airport information technology systems and service in compliance with County-wide standards. This critical management position will be responsible for the following:

- Manage, supervise, train, and mentor a team of 3 Network Technical Specialist IV's
- Supervise the design, development, installation and maintenance of servers to meet the needs of Airport users
- Lead projects in design and review of systems, applications, and hardware
- Lead research on server hardware, software, and protocols in support of procurement and development efforts
- Serve as liaison with IMSD and outside vendors

This vacant position was created during the 2014 budget process. Because all positions are created in classified service, this management position needs to be transferred to the unclassified service prior to making an appointment.

A review of the duties and responsibilities for the position identified above indicates that the position qualifies for inclusion in the unclassified service as specified in Wisconsin State Statues 63.03(3)(a). Enclosed is a copy of the position description and the organizational chart for 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 5.1

Date : May 28, 2015

To : Milwaukee County Civil Service Commission

From : Laurie Panella, Chief Information Officer, IMSD

Subject: **Request to Transfer a Position from the Classified Service to the Unclassified Service – IT Manager Data Center (Technical Architect)**

Request

The Department of Administrative Services – Information Management Services Division (IMSD) requests that the position of IT Manager – Data Center (Technical Architect) be created as an unclassified service position.

Background/ Analysis

The IT Manager - Data Center (Technical Architect) within the Department of Administrative Services - Information Management Services Division is a management level IT resource responsible for developing, leading & implementing technical infrastructure strategies/architectures for Milwaukee County's data center infrastructure; primarily servers and storage. The IT Manager - Data Center (Technical Architect) manages the server infrastructure team responsible for implementation of new infrastructure components and also the successful execution of existing services provided.

This vacant position reports to the Chief Technology Officer who reports to the Chief Information Officer. For many years, this position was known as the IT Manager – Server and was in the classified service. This position has been vacant since 2009 and has been posted more than 4 times with no successful candidates. Current market trends have this position serving at a senior management level with the commensurate pay and responsibilities. The positions is currently classified at the new pay range of M013 and budgeted for $100,000.

In 2015 IMSD is retitling the IT Manager – Server to the IT Manager - Data Center (Technical Architect) 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 making an appointment.

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 position in addition to the organizational chart for your reference.

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

MILWAUKEE COUNTY
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 (Data Center Technical Architect)		
Job Reports To:	Title: Director of Technology Operations		
Request Type:	☐ Establish New ☒ Review ☒ Reclassification ☐ Reallocation ☒ Update Description ☐ 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 oever the years, IMSD's organizational strucuture, roles and responsibilites must change in order to promote efficeint, effective and secure use of the County's technology.

C. ABOUT THE JOB:

Job Status:	☒ Regular Full-Time	☐ Regular Part-Time	☐ Seasonal	☐ Contract
Shift:	☒ Day	☐ Evening	☐ Night	☐ Other:
Hours Per Week:	☒ >40 Hours	☐ 32-40 Hours	☐ 20-32 Hours	☐ <20 Hours
Travel:	☒ Yes ☐ No If Yes, % Travel 5			
Will This Job Supervise/Manage?	☐ Supervise ☒ Manage ☐ 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 data center infrastructure; primarily servers and storage. Collaborates with service provider teams to govern the future growth and development of IT infrastructure. Accountable for lead design activities on infrastructure projects within the data center, and as technical consultant support to all of IMSD.

E. ESSENTIAL DUTIES/RESPONSIBILITES:

Item 5.2

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.	☐ Original ☒ New	Job Duty: Technology Strategy	% of Time: 15
	Descriptive: Lead development and implementation of end-state architecture and associated roadmaps for data center services. Set the direction, pace & targets for team to seek improvements in services & drive effencies.		
2.	☐ Original ☒ New	Job Duty: Technology Strategy	% of Time: 15
	Descriptive: 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.	☐ Original ☒ New	Job Duty: Data Center Infrastructure Service Delivery and Support Services	% of Time: 20
	Descriptive: Provide technical leadership for the definition, design, and implementation of new network infrastructure components and services. Maintain overall platform stability, security, and supportability.		
4.	☐ Original ☒ New	Job Duty: Data Center Infrastructure Service Delivery and Support Services	% of Time: 10
	Descriptive: 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.	☐ Original ☒ New	Job Duty: Data Center Infrastructure Management	% of Time: 15
	Descriptive: Drive technology cost-reduction. Continuously optimize infrastructure to reduce operational costs. Reduce or mitigate high risk infrastrucure components and solutions.		
6.	☐ Original ☒ New	Job Duty: Development of Excellent Technology Operations People	% of Time: 10
	Descriptive: Responsible for leading, managing and developing a team of professionals within Technology Operations to deliver against the portfolio of projects and support daily operations. Practice strong management routines. Leads performance management process		
7.	☐ Original ☒ New	Job Duty: Buget Management	% of Time: 5
	Descriptive: Responsible for the budgets and monitoring of spend for this function		
8.	☐ Original ☒ New	Job Duty: Security, Business Continuity and Disaster Recovery	% of Time: 10
	Descriptive: Develop, manage, and implement solutions to align with the Milwaukee County business continuity plan.		
9.	☐ Original ☐ New	Job Duty:	% of Time:
	Descriptive:		
10.	☐ Original ☐ New	Job Duty:	% of Time:
	Descriptive:		

F. EQUIPMENT, TOOLS & MATERIALS

Item 5.2

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?	☒ Yes ☐ No			

G. JOB COMPETENCIES

Internal Contacts: Please select all that apply.	
☒	Contact with employees or others primarily at a routine level involving basic information exchange.
☒	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.
☒	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.
☒	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.	
☐	No contact with people outside the organization.
☐	Limited external contact to: gather information, answer queries, or ask assistance.
☒	Frequent external contact to: gather information, answer queries, or ask assistance.
☒	External contact involving a requirement to maintain a continuing external working relationship with individuals, or organizations.
☒	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.	
☒	Read, write and comprehend simple instructions, short correspondence and memos.
☒	Read and interpret safety rules, operating/maintenance instructions and procedure manuals.
☒	Write routine reports, correspondence, and speak effectively before both internal and external groups.
☒	Read, analyze, and interpret business manuals, technical procedures and/or government regulations.
☒	Read, analyze, and interpret scientific and technical journals, financial reports and legal documents.
☒	Prepare and/or present written communications that pertain to controversial and complex topics.

Decision-Making: Please select only one of the following:	
☐	Requires minimal decision-making responsibility.
☐	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.
☐	Regularly makes decisions of responsibility, involving evaluation of information. Decisions may require development or application of alternatives or precedents.
☐	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.
☐	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.
☒	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.
☐	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 5.2	
☐	Work of a relatively routine nature. Requires the ability to understand and follow instructions.
☐	Structured work, following a limited variety of standard practices.
☐	Generally structured work, but involving a choice of action within limits of standard policy and procedures.
☐	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.
☒	Typically difficult or complex work. Generally governed by broad instructions and objectives usually involving frequently changing conditions and problems.
☒	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.
☒	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.	
☐	**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.
☐	**Level 2** Recommends personnel actions (hiring, termination, pay changes). Involves scheduling, supervision, and evaluation of work of employees who perform similar work assignments.
☒	**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.
☐	**Level 4** Scheduling, supervision, and evaluation of work as a superior of "managers". Administers through subordinate managers, departmental multi-function programs or operations.
☐	**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:

- IMSD Server

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? 2,000,000

- Go To Next Page -

H. WORKING CONDITIONS

Item 5.2

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

WORK SCHEDULE: Please select all that apply.	
☒	Routine shift hours. Infrequent overtime, weekend, or shift rotation.
☐	Considerable irregularity of hours due to frequent overtime, weekend or shift rotation.
☐	Regular and/or frequent on-call availability.
☐	Nature of work frequently requires irregular, unpredictable or particularly long hours. (I.e. covering double shifts, etc.)

DEMANDS/DEADLINES: Please select all that apply. Item 5.2	
☐	Little or no stress created by work, employees, or public.
☐	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.
☒	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.
☐	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:	
☐ HS Diploma/GED	
☐ Associate's Degree	Area of specialization/major:
☒ Bachelor's Degree	Area of specialization/major: Information Tech.; Engineering; Business
☐ Graduate Degree	Area of specialization/major:
☐ Post Graduate Degree (PhD)	Area of specialization/major:
☐ Professional Degree (Law, Medicine, etc.)	Area of specialization/major:
☐ Other:	Please indicate:

WORK EXPERIENCE Please indicate the MINIMUM number of years of practical experience required.	
☐ No experience	
☐ Less than one year	*Area(s) of experience:*
☐ One to three years	*Area(s) of experience:*
☐ Three to five years	*Area(s) of experience:*
☒ Five or more years	*Area(s) of experience:* Infrastructure operations;Architecture

SUPERVISORY/MANAGEMENT EXPERIENCE Please indicate the MINIMUM number of years of supervisory/management experience required.	
☐ No experience	
☐ Less than one year	*Area(s) of experience:*
☒ One to three years	*Area(s) of experience:* Infrastructure operations;Architecture
☐ Three to five years	*Area(s) of experience:*
☐ Five or more years	*Area(s) of experience:*

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

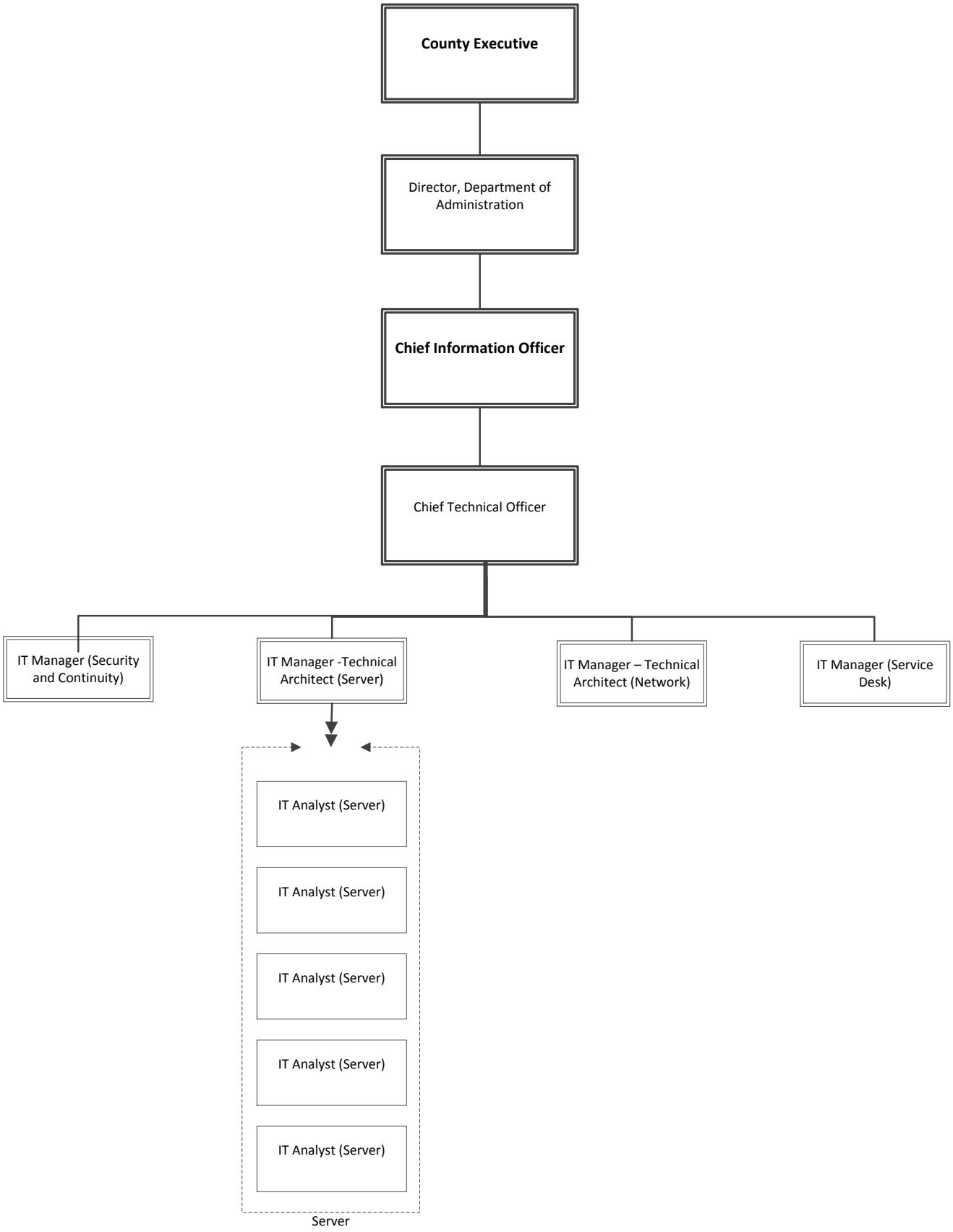
J. ADDITIONAL COMMENTS

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

K. SIGNATURES:

SUPERVISOR'S/MANAGER'S CONFIRMATION: I have completed and/or reviewed the contents of this job evaluation questionnaire and consent to its accuracy.	Item 5.2
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	**Initials:**	**Date:**
Analyzed by Human Resources - Compensation Department	**Initials:**	**Date:**

IMSD CTO TEAM