MILWAUKEE COUNTY
CIVIL SERVICE
COMMISSION MEETING

Thursday, March 28, 2019
3:45 PM
Courthouse Room 306-Main
ROLL CALL

1. The Secretary to the Civil Service Commission requests the approval of the Civil Service Commission minutes from January 24, 2019.

Recommendation of the Department of Human Resources: Approve

2. The Secretary to the Civil Service Commission forwards the minutes of the Milwaukee County Personnel Review Board of January 15, January 29, February 12 and February 26, 2019.

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

3. Election of Civil Service Commission Officers.

4. From the Capital Budget Coordinator, Office of Performance, Strategy and Budget, Department of Administrative Services, requesting an exemption for applicants for the position of Administrator Budget Systems, as permitted under Wis. Stats. 63.08(1)(a), to open the application process to residents of other states.

Recommendation of the Department of Human Resources: Approve

5. From the Deputy Corporation Counsel, Office of Corporation Counsel, requesting an exemption for applicants for the position of Assistant Corporation Counsel (Pension), as permitted under Wis. Stats. 63.08(1)(a), to open the application process to residents of other states.

Recommendation of the Department of Human Resources: Approve

6. From the Director of Compensation and the Executive Director of Department of Transportation, requesting to transfer the position of Director of Transportation Engineering – Department of Transportation from the classified to the unclassified service.

Recommendation of the Department of Human Resources: Approve

7. From the Director of Compensation and the Executive Director of Department of Transportation, requesting to transfer the position of Director of Highway Maintenance – Department of Transportation from the classified to the unclassified service.

Recommendation of the Department of Human Resources: Approve
8. Consideration of update to Commission Rules of Procedure regarding telephone appearance when no hearing is scheduled.

*(Per section 19.85(1)(b) of the Wisconsin Statutes, the Civil Service Commission may convene in closed session to discuss item 9 and may reconvene into open session to take action on the items.)*

9. From the Civil Service Hearing Examiner submitting recommendations relating to employee suspensions and/or discharges.
   a. **Cynthia Nix**, Worker Psych Social, BHD

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*The next regularly scheduled Civil Service Commission meeting will be May 23, 2019.*
Milwaukee County Personnel Review Board
Meeting Minutes – January 15, 2019

I. Roll Call
    Board President Daniel Dennehy called to order the regular meeting of the Personnel Review Board at 9:10 a.m. on Tuesday, January 15, 2019, in Room 203-R of the Milwaukee County Courthouse.

    The following Board Members were present: Mr. Greg Renz and Mr. Rufino Gaytán III. Ms. Mary K. Bruno and Mr. David Kern appeared via video conference. Mr. Daniel Dennehy appeared telephonically.

II. Approval of the Minutes of the December 18, 2018 Meeting
    Mr. Renz moved, Mr. Gaytán seconded, and the Board voted 5-0 to approve the minutes of the December 18, 2018 meeting.

III. Acknowledge Attorney Molly Zillig’s Work with the Board
    Ms. Bruno expressed, on behalf of the Board, that it would like to recognize Attorney Molly Zillig and express its sincere appreciation for her service to Milwaukee County and the Personnel Review Board.

    Attorney Zillig began her employment with Milwaukee County in 2007 and she is a respected and valued member of Milwaukee County’s Corporation Counsel. The PRB would like to thank Attorney Zillig for her dedicated and exceptional service. We wish her abundant happiness and the very best for continued success in her new appointment as Chief Legal and Compliance Officer for the Sheriff’s Department. Thank you Molly!

IV. Communications and/or comments from the public, if any.
    None.

V. Correspondence
    None.

VI. First Appearances

   A. DISCHARGES

    NATAHNIEL KEATON, MECHANIC FLEET, DOT
    Case #2-4502 dated 12/27/2018
    The Board heard the report of Attorney Kathryn West, Assistant Corporation Counsel, that the employee, Nathaniel Keaton, had resigned from County service effective January 3, 2019. The Board acknowledged the resignation of Nathaniel Keaton and closed this case.
WENDY VANDYKE, CLERICAL ASSISTANT I, DHHS  
Case #2-4503 dated 12/31/2018  
The Board heard the report of Attorney Kathryn West, Assistant Corporation Counsel, that the employee, Wendy VanDyke, had resigned from County service effective January 14, 2019. The Board acknowledged the resignation of Wendy VanDyke and closed this case.

CHARLESA STEWART, CORRECTION OFFICER I, SHERIFF  
Case #2-4504 dated 12/28/2018 for IA #18-326  
The Board heard the request of Attorney Mark Sweet, Sweet & Associates, to continue the matter of Charlesa Stewart for hearing certain on February 26, 2019. Ms. Bruno moved, Mr. Gaytán seconded, and the Board voted (5-0) to continue the matter for hearing certain on February 26, 2019.

SHAWNITA CUNNINGHAM, CUSTODIAL WORKER ASSISTANT SUPERVISOR, ZOO  
Case #2-4511 dated 01/04/2019  
The Board heard the report of Attorney Kathryn West, Assistant Corporation Counsel, that the employee, Shawnita Cunningham, wished to continue the matter for hearing certain on February 12, 2019. Ms. Bruno moved, Mr. Renz seconded, and the Board voted (5-0) to continue the matter for hearing certain on February 12, 2019.

B. SUSPENSIONS

CHRISTAL JESTER, CORRECTION OFFICER I, SHERIFF  
Case #1-4505 dated 12/28/2018 for IA #18-332 for 10 Days  
The Board heard the report of Attorney Kathryn West, Assistant Corporation Counsel, that the employee, Christal Jester, who was not present, had submitted a waiver of hearing on the Notice of Suspension. The Board acknowledged the waiver and closed this case.

ALEXUS NOLAN, CORRECTION OFFICER I, SHERIFF  
Case #1-4506 dated 12/28/2018 for IA #18-333 for 3 Days  
Case #1-4507 dated 12/28/2018 for IA #18-335 for 5 Days  
The Board heard the report of Attorney Kathryn West, Assistant Corporation Counsel, that the employee, Alexus Nolan, who was not present, had submitted waivers of hearing on the Notices of Suspension. The Board acknowledged the waivers and closed this case.

COLIN BRIGGS, DEPUTY SHERIFF CAPTAIN, SHERIFF  
Case #1-4509 dated 12/28/2018 for IA #18-199 for 5 Days  
The Board heard the request of the employee, Colin Briggs, to continue the matter for hearing certain on February 26, 2019. Ms. Bruno moved, Mr. Renz seconded, and the Board voted (5-0) to continue the matter for hearing certain on February 26, 2019.
C. SUSPENSION & DEMOTION

CATHARINE TROMBOLI, DEPUTY SHERIFF CAPTAIN, SHERIFF
Case #1-4508 dated 12/28/2018 for IA #17-208 for 5 Days
Case #3-4510 dated 01/03/2019 for IA #14-211
The Board heard Attorney Kathryn West, Assistant Corporation Counsel, for the
appointing authority, state for the record that the appointing authority was
withdrawing the Notice of Suspension and Charges for Demotion against Catherine
Trimboli with prejudice. The Board acknowledged the withdrawal of the notice of
suspension and charges for demotion for Catherine Trimboli and closed these cases.

VII. Hearing

A. DISCHARGE

THOMAS J. ANTKOWSKI, DEPUTY SHERIFF I, SHERIFF
Case #2-4496 dated 11/08/2018 for IA #18-294
The Board heard the request of Attorney Chris MacGillis, MacGillis Wiemer, LLC,
to adjourn the matter to March 12, 2019 for hearing. Attorney Kathryn West,
Assistant Corporation Counsel, requested that the hearing be scheduled as soon as
possible. The Board decided to schedule the matter for an update report on January
29, 2019. At that time, the Board will receive a status update on the confirmation of a
hearing on March 12, 2019, as well as a status update on the waiver of back pay
request.

Ms. Bruno moved, Mr. Renz seconded, and the Board voted (5-0) to continue the

VIII. Review and Discussion of Open Appeals

At 9:35 a.m., Mr. Gaytán moved, Mr. Renz seconded, and the Board voted 5-0 to go into
closed session to review and discuss open appeals regarding Personnel Review Board
decisions. At 9:40 a.m., the Board reconvened in open session.

IX. Adjourn

Mr. Gaytán moved, Mr. Renz seconded, and the Board, by unanimous vote (5-0),
adjourned the meeting at 9:41 a.m.

Minutes submitted by: Alisha Terry, Administrative Assistant
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, January 29, 2019, in Room 203-R of the Milwaukee County Courthouse.

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

II. Approval of the Minutes of the January 15, 2019 Meeting
Mr. Gaytán moved, Mr. Renz seconded, and the Board voted 5-0 to approve the minutes of the January 15, 2019 meeting.

III. Communications and/or comments from the public, if any.
None.

IV. Correspondence
None.

V. First Appearances

A. DISCHARGES

DENISE LUNA, CORRECTION OFFICER, HOC
Case #2-4512 dated 01/15/2019 for HOC IA #18-262
Case #2-4513 dated 01/15/2019 for HOC IA #18-264
Case #2-4514 dated 01/15/2019 for HOC IA #18-265
Case #2-4515 dated 01/15/2019 for HOC IA #18-277
Case #2-4516 dated 01/15/2019 for HOC IA #19-004
Case #2-4517 dated 01/15/2019 for HOC IA #19-005

The Board heard the report of Attorney Kathryn West, Assistant Corporation Counsel, that the employee, Denise Luna, had resigned from County service effective January 22, 2019. The Board acknowledged the resignation of Denise Luna and closed this case.

MAURICE TURNER, CORRECTION OFFICER, HOC
Case #2-4518 dated 01/15/2019 for HOC IA #18-229
Case #2-4519 dated 01/15/2019 for HOC IA #18-230
Case #2-4520 dated 01/15/2019 for HOC IA #18-231
Case #2-4521 dated 01/15/2019 for HOC IA #18-232
Case #2-4522 dated 01/15/2019 for HOC IA #18-233
Case #2-4523 dated 01/15/2019 for HOC IA #18-234
Case #2-4524 dated 01/15/2019 for HOC IA #18-235
Case #2-4525 dated 01/15/2019 for HOC IA #18-236
Case #2-4526 dated 01/15/2019 for HOC IA #18-238
Case #2-4527 dated 01/15/2019 for HOC IA #18-239
Case #2-4528 dated 01/15/2019 for HOC IA #18-240
Case #2-4529 dated 01/15/2019 for HOC IA #18-241
Case #2-4530 dated 01/15/2019 for HOC IA #18-244
Case #2-4531 dated 01/15/2019 for HOC IA #18-245
Case #2-4532 dated 01/15/2019 for HOC IA #18-246
Case #2-4533 dated 01/15/2019 for HOC IA #18-263
Case #2-4534 dated 01/15/2019 for HOC IA #18-266

The Board heard the request of Attorney Craig Johnson, Sweet & Associates, to continue the matter of Maurice Turner for hearing certain on March 12, 2019. Ms. Bruno moved, Mr. Gaytán seconded, and the Board voted (5-0) to continue the matter for hearing certain on March 12, 2019.

VI. **Update**

**A. DISCHARGE**

**THOMAS J. ANTKOWSKI, DEPUTY SHERIFF I, SHERIFF**

Case #2-4496 dated 11/08/2018 for IA #18-294

The Board heard the report of Attorney Graham Wiemer, MacGillis Wiemer, LLC, that the employee, Thomas J. Antkowski, has agreed to proceed to hearing on March 12, 2019. The employee has also agreed to waive back pay beginning January 15, 2019 until the completion of his hearing.

Ms. Bruno moved, Mr. Renz seconded, and the Board voted (5-0) to continue the matter for hearing on March 12, 2019.

**VII. **Hearings**

**A. DISCHARGES**

**ANTONICE NASH, CORRECTION OFFICER I, HOC**

Case #2-4500 dated 11/30/2018 for IA #18-198
Case #2-4501 dated 11/30/2018 for IA #18-201

Due to time constraints the matters for employee, Antonice Nash, were rescheduled for hearing on February 12, 2019.

Ms. Bruno moved, Mr. Kern seconded, and the Board voted (5-0) to continue the matters for hearing on February 12, 2019.

**B. SUSPENSIONS**

**ALEX E. MARTINEZ, DEPUTY SHERIFF I, SHERIFF**
Case #1-4497 dated 11/08/2018 for IA #17-169 for 30 Days
Case #1-4498 dated 11/08/2018 for IA #18-088 for 3 Days

At 9:05 a.m., Mr. Gaytán moved, Mr. Renz seconded, and the Board voted 5-0 to go into closed session to discuss jurisdiction of the case #1-4498 for Alex E. Martinez. At 9:11 a.m., the Board reconvened in open session.

The Board decided to hear the 30-day suspension matter, case #1-4497, first. The Board agreed with Attorney Wiemer that the Board does not have jurisdiction over the 3-day suspension, case #1-4498, unless it upheld the 30-day suspension.

At 9:40 a.m., Mr. Renz moved, Mr. Kern seconded, and the Board voted 5-0 to go into closed session to discuss jurisdiction of the case #1-4498 for Alex E. Martinez. At 9:43 a.m., the Board reconvened in open session.

The Board upheld its original position to hear the 30-day suspension first.

Due to technical difficulties with the new video system, Mr. Dennehy dropped out of the hearing at approximately 12:30 p.m. and did not participate in any of the subsequent discussions or votes.

At 3:38 p.m., Ms. Bruno moved, Mr. Renz seconded, and the Board voted 4-0 to go into closed session to deliberate on the matter of Alex E. Martinez, case #1-4497. Mr. Dennehy was excused. At 4:39 p.m., the Board reconvened in open session.

Mr. Renz moved, Ms. Bruno seconded, and the Board by vote of (4-0), found the evidence was sufficient to sustain violations of Civil Service Rule VII, Section 4(1), paragraph (l); and the Milwaukee County Sheriff Office Rules 200.00 and 202.17.

Mr. Renz moved, Ms. Bruno seconded, and the Board, voted (4-0), to suspend Mr. Martinez for 5 working days.

VIII. **Review and Discussion of Open Appeals**

At 3:38 p.m., Ms. Bruno moved, Mr. Renz seconded, and the Board voted 4-0 to go into closed session to review and discuss the open appeals regarding Personnel Review Board decisions. Mr. Dennehy was excused. At 4:39 p.m., the Board reconvened in open session.

No updates were discussed for this item.

IX. **Adjourn**

Mr. Renz moved, Ms. Bruno seconded, and the Board, by unanimous vote (4-0), adjourned the meeting at 4:48 p.m.

Minutes submitted by: Alisha Terry, Administrative Assistant
I. Roll Call
Board President Daniel Dennehy called to order the regular meeting of the Personnel Review Board at 8:58 a.m. on Tuesday, February 12, 2019, in Room 203-R of the Milwaukee County Courthouse.

The following Board Members were present: Mr. David Kern, Mr. Greg Renz and Mr. Daniel Dennehy. Mr. Rufino Gaytán III was excused.

Ms. Mary K. Bruno arrived at 9:17 a.m.

II. Approval of the Minutes of the January 29, 2019 Meeting
Mr. Renz moved, Mr. Kern seconded, and the Board voted 3-0 to approve the minutes from the January 29, 2019 meeting.

III. Communications and/or comments from the public, if any.
None.

IV. Correspondence
None.

V. First Appearance

A. DISCHARGE

WILLIAM HOSSMAN, CORRECTION OFFICER 1, HOC
Case #2-4535 dated 01/22/2019 for HOC IA #18-224
The Board heard the report of Attorney Kathryn West, Assistant Corporation Counsel, that the employee, William Hossman, wished to continue the matter for hearing certain on March 26, 2019. Mr. Kern moved, Mr. Renz seconded, and the Board voted (3-0) to continue the matter for hearing certain on March 26, 2019.

VI. Update

A. SUSPENSION

ALEX E. MARTINEZ, DEPUTY SHERIFF 1, SHERIFF
Case #1-4498 dated 11/08/2018 for IA #18-088 for 3 days
The Board discussed the jurisdiction of the 3-day suspension of Alex E. Martinez, IA Case #18-088. Attorney Kathryn West, Assistant Corporation Counsel, argued that the Board does have jurisdiction according to Wis. Stats. 63.10(a). Attorney Graham Wiemer, MacGillis Wiemer, LLC, concurred. The Board heard the request of
Attorney Graham Wiemer to continue the matter of Alex E. Martinez for hearing certain on April 9, 2019.

Mr. Renz moved, Mr. Kern seconded, and the Board, by unanimous vote (3-0), to continue the matter for hearing certain on April 9, 2019.

VII. **Hearings**

A. **DISCHARGES**

**SHAWNITA CUNNINGHAM, CUSTODIAL WORKER ASSISTANT SUPERVISOR, ZOO**  
Case #2-4511 dated 01/04/2019  
The Board heard the report of Attorney Kathryn West, Assistant Corporation Counsel, that the employee, Shawnita Cunningham, resigned from county service effective January 18, 2019.

The Board acknowledged the resignation of Shawnita Cunningham and closed the case.

**ANTONICE NASH, CORRECTION OFFICER 1, HOC**  
Case #2-4500 dated 11/30/2018 for HOC IA #18-198  
Case #2-4501 dated 11/30/2018 for HOC IA #18-201  
At 12:07 p.m., Ms. Bruno moved, Mr. Kern seconded, and the Board voted 4-0 to go into closed session to deliberate on the Antonice Nash matter. At 12:45 p.m., the Board reconvened in open session.

Ms. Bruno moved, Mr. Kern seconded, and the Board, by unanimous vote (4-0) found the evidence was sufficient to sustain violations of Civil Service Rule VII, Section 4(1), paragraphs (l), (p) and (q), specifically Milwaukee County House of Correction Rules HR-02 and HR-08, and upheld the Charges for Discharge.

VIII. **Discussion of the Personnel Review Board Legal Services Contract**  
At 9:11 a.m., Mr. Renz moved, Mr. Kern seconded, and the Board voted 3-0 to go into closed session to discuss the Personnel Review Board Legal Services Contract. At 9:17 a.m., the Board reconvened in open session.

At 12:07 p.m., Ms. Bruno moved, Mr. Kern seconded, and the Board voted 4-0 to go into closed session to discuss the Personnel Review Board Legal Services Contract. At 12:45 p.m., the Board reconvened in open session.

IX. **Discussion regarding the Personnel Review Board Administrator’s Leave and Evaluation**  
At 12:07 p.m., Ms. Bruno moved, Mr. Kern seconded, and the Board voted 4-0 to go into closed session to discuss the Personnel Review Board Administrator’s Leave and Evaluation. At 12:45 p.m., the Board reconvened in open session.
X. **Review and Discussion of Open Appeals**
   At 12:07 p.m., Ms. Bruno moved, Mr. Kern seconded, and the Board voted 4-0 to go into closed session to discuss the open appeals regarding Personnel Review Board decisions. At 12:45 p.m., the Board reconvened in open session.

XI. **Adjourn**
   Mr. Renz moved, Mr. Kern seconded, and the Board, by unanimous vote (4-0), adjourned the meeting at 12:45 p.m.

Minutes submitted by: Alisha Terry, Administrative Assistant
I. Roll Call
Board Vice President Rufino Gaytán III called to order the regular meeting of the Personnel Review Board at 9:03 a.m. on Tuesday, February 26, 2019, in Room 203-R of the Milwaukee County Courthouse.

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

Mr. Daniel Dennehy arrived at 9:07 a.m.

II. Approval of the Minutes of the February 12, 2019 Meeting
Mr. Renz moved, Mr. Kern seconded, and the Board voted 4-0 to approve the minutes from the February 12, 2019 meeting.

III. Communications and/or comments from the public, if any.
None.

IV. Correspondence
None.

V. First Appearances

A. DISCHARGES

VICTOR SMITH, HUMAN SERVICE WORKER – JUVENILE JUSTICE, DHHS
Case #2-4536 dated 02/06/2019
The Board heard the report of Attorney Kathryn West, Assistant Corporation Counsel, that the employee, Victor Smith, resigned from his position in County Service effective February 14, 2019.

The Board acknowledged the resignation of Victor Smith and closed this case.

TRAVIS FISK, AIRPORT MAINTENANCE WORKER, DOT
Case #2-4537 dated 02/13/2019
The Board heard the report of Attorney Kathryn West, Assistant Corporation Counsel, that the employee, Travis Fisk, wished to continue the matter for a hearing certain on March 26, 2019. Ms. Bruno moved, Mr. Renz seconded, and the Board voted (4-0) to continue the matter for hearing certain on March 26, 2019.
VI. Hearings

A. DISCHARGE

CHARLESA STEWART, CORRECTION OFFICER I, SHERIFF
Case #2-4504 dated 12/28/2018 for IA #18-326
The Board heard the report of Attorney Kathryn West, Assistant Corporation Counsel, that the employee, Charlesa Stewart, resigned from county service effective February 21, 2019.

The Board acknowledged the resignation of Charlesa Stewart and closed the case.

B. SUSPENSION

COLIN BRIGGS, DEPUTY SHERIFF CAPTAIN, SHERIFF
Case #1-4509 dated 12/28/2018 for IA #18-199
At 2:55 p.m., Mr. Gaytán moved, Ms. Bruno seconded, and the Board voted 5-0 to go into closed session to deliberate on the Colin Briggs matter. At 4:00 p.m., the Board reconvened in open session.

Mr. Kern moved, Mr. Renz seconded, and the Board voted (3-2) that the evidence was sufficient to sustain violations of Civil Service Rule VII, Section 4(1), paragraphs (l), (t) and (u), specifically Milwaukee County Sheriff Office Rules and Regulations 202.20, and upheld the 5-day suspension.

VII. Review and Finalize Findings of Fact for Alex E. Martinez
At 2:55 p.m., Mr. Gaytán moved, Ms. Bruno seconded, and the Board voted 5-0 to go into closed session to review and finalize the findings of fact for Alex E. Martinez. At 4:00 p.m., the Board reconvened in open session.

VIII. Discussion regarding the Personnel Review Board Administrator’s Evaluation
At 2:55 p.m., Mr. Gaytán moved, Ms. Bruno seconded, and the Board voted 5-0 to go into closed session to discuss the Personnel Review Board Administrator’s evaluation. At 4:00 p.m., the Board reconvened in open session.

IX. Review and Discussion of Open Appeals
At 2:55 p.m., Mr. Gaytán moved, Ms. Bruno seconded, and the Board voted 5-0 to go into closed session to discuss the open appeals regarding Personnel Review Board decisions. At 4:00 p.m., the Board reconvened in open session.
X. **Adjourn**
Mr. Gaytán moved, Mr. Kern seconded, and the Board, by unanimous vote (5-0), adjourned the meeting at 4:00 p.m.

Minutes submitted by: Alisha Terry, Administrative Assistant
DATE: 3/7/2019

TO: Angela Nixon, Department of Human Resources

FROM: Vince Masterson, Capital Budget Coordinator, Department of Administrative Services

SUBJECT: Civil Services Agenda Request by the Department of Administrative Services-Office of Performance, Strategy, & Budget—Wisconsin Residency Requirement Waiver (SS 63.08(1)(a)) for the position of Administrator Budget Systems.

Wisconsin State Statute 63.08(1)(a) (statute) indicates that applicants "Shall be a resident of this state before applying for an examination."

The Department of Administrative Services (DAS) is requesting an exemption to the statute in order that the DAS division of Performance, Strategy, & Budget (PSB) may recruit outside of the State of Wisconsin for the position of Administrator Budget Systems (position).

DAS respectfully requests that this item be agendize as part of the Civil Service Commission meeting scheduled for March 28th, 2019. The following will detail current justification and recruiting conditions at the related to this position:

- Core services provided by the PSB have traditionally focused on financial, management, and research services. As such, the PSB staff positions reflect these requirements. However, the PSB has become increasingly more reliant on software systems (budget/financial) and process automations in order to be as efficient as possible with limited staff (both internal and external). In light of this, it became evident that PSB required a new position that could provide robust (budget) systems administration, coding, and technical programming capabilities. Additionally, this new position would also be expected to pivot towards traditional budget analyst responsibilities (for smaller departments) when required.

Acknowledging these needs, PSB developed a new Job Evaluation Questionnaire (JEQ) with desired technical skill set. In 2018, an existing PSB Budget and Management Analyst position was reclassed into the new position.

- Milwaukee County (County) is implementing a new Enterprise Resource Planning system (ERP). As part of the ERP, a new Budget Module will be deployed. The position will be critical in administering the Budget Module in order to maximize functionality and efficiencies.
The County is continuing its transition towards business automation. This position will be used to augment this transition by identifying and leading (budget related) business processes that are highly manual, time consuming, and error prone (i.e. Appropriation Transfers).

The position was posted twice in 2018 (see attachment #1 for additional detail):

- **Posting 1: 07/25/2018 – 08/04/2018**
  
  Of the 18 applicants, 10 were moved forward for review to PSB. Upon review, PSB determined the applicant pool lacked the technical background required for this position. As a result of the limited applicants and skill set, the JEQ was updated to better refine the job duties and possibly garner a higher salary range. No change in the salary range resulted from the modified JEQ.

- **Posting 2: 10/23/2018 – 11/9/2018**
  
  The second posting netted applicants with similar backgrounds from the first, with only one candidate having the required technical skills. Although that candidate was ultimately offered the position, he left employment with the County less than two weeks after hire. An exit interview was not able to be conducted.

The salary range for this position may pose a barrier for potential applicants possessing the desired (technical) skill set, especially given the demand for these types of skills in the current economy (both private and public). A third refinement to the JEQ is not anticipated to yield any noteworthy salary range change (i.e. an increase). This may result in the same expected barrier as noted before. However, broadening the pool beyond Wisconsin may neutralize some of the negative effects of the assigned salary range and produce additional qualified applicants.

Any job offer to a qualified candidate would be contingent upon (Wisconsin) residency within 6 months of the stated offer.

Vince Masterson  
Capital Budget Coordinator, Office of Performance, Strategy and Budget, Department of Administrative Services
Attachment #1

Administrator Budget Systems Position Posting Detail-

Posting #1

- Posted 07/25/2018 – 08/04/2018

- 18 Applications
  - 3 Failed prescreening
  - 4 Did not meet minimum requirements
  - 1 Voluntary withdraw
  - 10 applicants forwarded to department

- Posting @:
  - Milwaukeejobs.com
  - County.milwaukee.gov (County Careers)
  - Indeed.com
  - www.wcma-wi.org (Wisconsin City-County Management Association Job Posting)
  - Linkedin.com (via County posting and re-posting)

Posting #2

- 10/23/2018 – 11/9/2018

- 13 total applicants
  - 9 forwarded to department for review
  - 3 failed pre-screening questions
  - 2 Declined Interviews
  - 1 candidate hired

- Posting @:
  - Milwaukeejobs.com
  - County.milwaukee.gov (County Careers)
  - Indeed.com
  - Linkedin.com (via County posting and re-posting)
  - www.iiba.org (International Institute of Business Analysis - using Linked-In posting feature for SE Wisconsin chapter)
  - www.gfoa.com (Wisconsin Government Finance Officers Association Jobline site)
OFFICE OF CORPORATION COUNSEL
Client-Driven. Community-Focused.

TO: Angela Nixon, Department of Human Resources
FROM: Paul Kuglitsch, Deputy Corporation Counsel
DATE: March 22, 2019
RE: Request for State Residency Waiver Pursuant to Wis. Stat. § 63.08(1)(a)

Assistant Corporation Counsel (Pension)

It is requested that this matter be referred to the Milwaukee County Civil Service Commission for approval at its March 28, 2019 meeting.

The Office of Corporation Counsel (OCC) is requesting a waiver of the requirement under Wis. Stat. § 63.08(1)(a) that an applicant for an Assistant Corporation Counsel (Pension) be a resident of this state before applying for the position. The following will detail the circumstances under which the OCC is seeking this waiver:

- On November 2, 2017, the Milwaukee County Board of Supervisors adopted File No. 17-654 (attached as Exhibit A) authorizing Human Resources (HR) to create an Assistant Corporation Counsel position to improve and expedite the processing of plan administration changes in the Employee Retirement System (ERS).

- The Assistant Corporation Counsel (Pension) position requires a highly specialized and unique skill set. (attached as Exhibits B & C are the Job Description and Job Evaluation Questionnaire.)

- Once HR created the position, it was filled by an already existing Assistant Corporation Counsel who had experience in the subject matter.

- In December 2018, the attorney assigned to this position resigned to pursue other opportunities.

- Since then, HR and the OCC have been aggressively recruiting qualified candidates through advertisement, networking, and word-of-mouth. HR posted the position on the county web-site, Indeed.com, LinkedIn.com, and various other on-line recruiting.

- To-date, after being open for 3 months, the OCC has received 5 in-state applications. Of these 5 applications, only 1 might be qualified to perform the duties of the position.

- On the other hand, the HR recruiting system captured 6 out-of-state applications that were dismissed because the applicants did not reside in-state. Of these 6 applications, 2 appear to be qualified.

- Therefore, at present, the OCC has only 1 in-state candidate and 2 out-of-state candidates for this critically important position in Milwaukee County.

Because we are unable to find a suitable number of qualified candidates from within the state, and because the HR recruiting system does not permit out-of-state candidates to be considered (see Wis. Stat. § 63.08(1)(a)), the OCC is seeking approval to open the Assistant Corporation Counsel (Pension) position to out-of-state residents. If approved, the OCC will open nation-wide and engage recruiters who specialize in head-hunting attorneys with this specific skill set.

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The Office of Corporation Counsel strengthens the County community and empowers residents through highly competent, creative, compassionate and responsive legal services provided in strategic partnership with County stakeholders to optimize decision making, reduce risks, and maximize public resources.
From the Interim Director, Retirement Plan Services, Department of Human Resources, requesting authorization to create one full-time equivalent Assistant Corporation Counsel position in the Office of Corporation Counsel to improve and expedite the processing of plan administration changes, by recommending adoption of the following:

A RESOLUTION

WHEREAS, Retirement Plan Services (RPS) has reported various errors in the Employee Retirement System (ERS) and proposed correction methodology for errors dating back to 1985 related to a Voluntary Correction Program (VCP) submission (File No. 17-243); and

WHEREAS, RPS has reported various errors in ERS and is developing correction methodology for errors dating back to 1955 related to Phase I of an Agreed Upon Procedures Audit by Baker Tilly (File No. 17-532); and

WHEREAS, Corporation Counsel, Office of Corporation Counsel (OCC), has reported on various plan administration changes that should be considered (File No. 17-567); and

WHEREAS, RPS, Department of Administrative Services, and Corporation Counsel, OCC, continue to identify plan administration changes that need to be resolved; and

WHEREAS, each plan administration change can have a significant impact on Milwaukee County (the County) as plan sponsor, related to legal liability, fiscal impact, and ability to administer going forward; and

WHEREAS, a consistent process (Review Process) is necessary to understand the impact of plan administration changes on the County and on ERS; and

WHEREAS, additional staff capacity is necessary to expedite the drafting of plan administration changes and to coordinate a Review Process; and

WHEREAS, the request to approve the classification for this position was reviewed separately by the Committee on Personnel as part of File No. 17-639; and

WHEREAS, the Committee on Finance and Audit, at its meeting of October 30, 2017, recommended adoption of File No. 17-654 (vote 7-0); now, therefore,
BE IT RESOLVED, the Milwaukee County Board of Supervisors hereby authorizes and approves the following position action for the Office of Corporation Counsel, Org. Unit 1130, effective at the start of pay period 22 on October 9, 2017:

<table>
<thead>
<tr>
<th>Action</th>
<th>Title</th>
<th>No. of Positions</th>
<th>Title Code</th>
<th>Pay Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create</td>
<td>Assistant Corporation Counsel equivalent</td>
<td>1.0 full-time equivalent</td>
<td>00059249</td>
<td>34Z</td>
</tr>
</tbody>
</table>
Assistant Corporation Counsel (Pension)

**Position Type:** Full-time, Salaried

**Department:** Corporation Counsel

**Compensation Range:** $65,000 - $117,000

**Closing Date:** Interested applicants are encouraged to apply immediately, candidate review will begin in two weeks. This position will remain open through March 31, 2019 at 5:59pm CT.

**Job Summary:** A dynamic legal office at the heart of many critical decisions related to Milwaukee County, the Office of Corporation Counsel seeks an experienced attorney who will advise and resolve issues related to the laws and regulations involving defined benefit retirement plans, among other related practice areas. We are looking for an attorney who is comfortable drafting legislation, fiduciary board rules, and operational policies in the complex regulatory arena of (public sector) pension plans and has a desire to take on important challenges that have a real and meaningful impact on Milwaukee County, its employees and taxpayers, and its pension system.

If you are looking for a chance to serve the public in a professional law department, and continue an established tradition of high-quality delivery of legal services in Milwaukee County, while working in an environment with opportunities for continued professional development, alongside a cordial and respectful group of colleagues, then this position is for you!

**Essential Duties and Responsibilities:** With little to no day-to-day supervision,

- Provide accurate, timely, and reliable advice on plan administration and interpretation of plan documents.
- Provide guidance to a fiduciary board on a wide variety of issues, including appeals of benefit determinations, plan document interpretation, fiduciary...
obligations, governance, proper diligence of plan vendors, benchmarking, etc.
• Effectively handle various stakeholders in a highly publicized legal area.
• Communicate effectively with administrative bodies and, where necessary, federal agencies to administer the plan.
• Monitor changes in relevant regulatory areas and provide education on those changes to business and operational personnel.
• Research and draft municipal ordinances and plan administration rules.
• Manage the process for development and implementation of plan administration and/or governance changes and securing approvals from interested stakeholders.
• Defend grievances and litigate state and federal cases related to pension appeals using excellent research, writing, and oral and trial advocacy skills.
• Provide advisory services to public officials and departments where there are stakeholders with differing policy objectives in issue areas of acute public interest.

Minimum Qualifications

Education & Years of Experience:
• Juris Doctorate (JD)
• Five (5) years of experience in employee benefits, compensation, fiduciary duty law, qualified plan tax compliance, Employee Income Security Act (ERISA) and/or public sector pension plans and related laws.

License/Certification:
• Admission to the Wisconsin State Bar.

Knowledge, Skills and Abilities:
• Must have knowledge and experience in advising pension plans, and it is highly desired to have experience advising public pension plans
• Knowledge of laws and regulations related to employee benefits, compensation, the Employee Income Security Act (ERISA) and related laws
• Knowledge of federal statutes, IRS regulations, administrative law as well as federal and state civil procedure
• Exceptional organizational skills
• Strong interpersonal skills
• Superior writing, research and editing skills
• Ability to organize, prioritize, monitor, and control workflow deadlines
• Demonstrated ability to exhibit leadership and initiative on assigned tasks

Working Conditions:
• Physical Demands: Sitting, Hearing, Talking, Visual and Typing.
• Non-Physical Demands: Reading.
• Environmental Demands: Frequent Task Changes.
• Other Demands/Deadlines: High volume and variable work demands and deadlines impose strain on routine basis or considerable stress intermittently; regular contact with distressed individuals within the immediate work environment; and/or exposure to demands and pressures from persons other than immediate supervisor.

In accordance with Rule III, Section 12 of the Civil Service Rules, a noncompetitive examination will be held for this position. The noncompetitive examination will consist of criteria deemed appropriate by the Director of Human
Resources to rank applicants on the eligible list for this position. Applicants must possess the minimum qualifications at time of filing application.

Milwaukee County offers a comprehensive blend of benefits designed to make your life better both inside and outside of the workplace. Milwaukee County conducts criminal background checks and pre-employment drug testing.

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:

<table>
<thead>
<tr>
<th>Department (High Org):</th>
<th>1131</th>
<th>Division (Low Org):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact for this Study</td>
<td>Name: Margaret C. Daun</td>
<td>Email: <a href="mailto:MARGARET.DAUN@MILWAUKEECOUNTYWI.GOV">MARGARET.DAUN@MILWAUKEECOUNTYWI.GOV</a></td>
</tr>
<tr>
<td></td>
<td>Title: Corporation Counsel</td>
<td>Phone: 414-278-4315</td>
</tr>
<tr>
<td>Current Job Title:</td>
<td>Assistant Corporation Counsel</td>
<td></td>
</tr>
<tr>
<td>Job Reports To:</td>
<td>Title: Deputy Corporation Counsel</td>
<td></td>
</tr>
<tr>
<td>Request Type:</td>
<td>☐ Establish New ☐ Review ☐ Reclassification ☐ Reallocation ☒ Update Description</td>
<td></td>
</tr>
<tr>
<td></td>
<td>☐ Other, Specify</td>
<td></td>
</tr>
</tbody>
</table>

B. JUSTIFICATION STATEMENT:

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

The Assistant Corporation Counsel specializing in a wide variety of pension-related advisory and litigation has resigned from the position.

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: |

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 OCC seeks an experienced attorney to deal with laws and regulations involving employee benefits, compensation, and defined benefit pension plans. This position will be responsible for identifying and helping resolve pension administration legal issues and researching and drafting ordinance and rule changes. Plan administration changes require legal review because such changes can have significant legal and fiscal impacts.
**E. ESSENTIAL DUTIES/RESPONSIBILITIES:**

**JOB RESPONSIBILITY LIST:** Please describe the major elements of the job. List only the major functions, separately, in order of importance. Provide a one or two line descriptive statement for each duty so that it can be understood by someone not familiar with this kind of work. Provide 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%**

<table>
<thead>
<tr>
<th>Job Duty:</th>
<th>% of Time:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Duty: Advisory services to Retirement Plan Services.</td>
<td>Original</td>
</tr>
<tr>
<td><strong>Descriptive:</strong></td>
<td>Provide accurate, timely, and reliable advice on proposed plan administration changes, as well as interpretive guidance to a fiduciary board and staff administrators in resolving plan issues. Able to effectively handle various stakeholders in a highly publicized issue area.</td>
</tr>
<tr>
<td>Job Duty: Research and writing.</td>
<td>Original</td>
</tr>
<tr>
<td><strong>Descriptive:</strong></td>
<td>Researching and writing municipal ordinances and plan administration rules; managing the process for development and implementation of plan administration changes and ensuring approvals from interested stakeholders.</td>
</tr>
<tr>
<td>Job Duty: Civil Litigation.</td>
<td>Original</td>
</tr>
<tr>
<td><strong>Descriptive:</strong></td>
<td>Win grievances and state and federal cases related to pension appeals through excellent research, writing, and trial skills. Ability to identify trial themes, key elements of claims, and to present witnesses and evidence.</td>
</tr>
<tr>
<td>Job Duty: Creative continuous improvement within the OCC.</td>
<td>Original</td>
</tr>
<tr>
<td><strong>Descriptive:</strong></td>
<td>Willing to jump into internal departmental subcommittees to develop metrics and new processes and procedures to improve the delivery of legal services and the office’s ability to demonstrate our significant value-add to internal County and clients and citizens.</td>
</tr>
<tr>
<td>Job Duty:</td>
<td>Original</td>
</tr>
<tr>
<td><strong>Descriptive:</strong></td>
<td></td>
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<tr>
<td>Job Duty:</td>
<td>Original</td>
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<tr>
<td>Job Duty:</td>
<td>Original</td>
</tr>
<tr>
<td><strong>Descriptive:</strong></td>
<td></td>
</tr>
</tbody>
</table>
F. EQUIPMENT, TOOLS & MATERIALS

<table>
<thead>
<tr>
<th>Please list all equipment, tools or materials required to perform the job along with the frequency.</th>
<th>Frequency</th>
<th>Type of Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Daily</td>
<td>Weekly</td>
</tr>
<tr>
<td>1. Machinery: (i.e. Vehicles, Motorized Equipment, Heavy Machinery, etc)</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>2. Hand Tools/Instruments: (i.e. Power Tools, PC's, office or laboratory equipment, weapons, etc.)</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>3. Driving required?</td>
<td>☐ Yes ☑ No</td>
<td></td>
</tr>
</tbody>
</table>

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.

- [ ] Work of a relatively routine nature. Requires the ability to understand and follow instructions.
- [ ] Structured work, following a limited variety of standard practices.
- [x] Generally structured work, but involving a choice of action within limits of standard policy and procedures.
- [x] 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.
- [x] Typically difficult or complex work. Generally governed by broad instructions and objectives usually involving frequently changing conditions and problems.
- [x] 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.

- [x] 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:
- Office of Corporation Counsel

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

### Fiscal Responsibility:
Responsible for annual operating budget for department(s)/division(s)?  [ ] Yes  [x] No  If yes, please provide total amount?
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

<table>
<thead>
<tr>
<th>Function</th>
<th>N/A</th>
<th>Seldom (&lt;25%)</th>
<th>Occasional (25% - 50%)</th>
<th>Frequent (50% - 75%)</th>
<th>Always (&gt;75%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standing</td>
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<td>☐</td>
<td>☐</td>
<td>○</td>
<td>☐</td>
</tr>
<tr>
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<td>☐</td>
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<td>☐</td>
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<td>☐</td>
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<tr>
<td>Driving</td>
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</tr>
<tr>
<td>Bending/Kneeling</td>
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<tr>
<td>Hearing</td>
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<tr>
<td>Talking</td>
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<td>☐</td>
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<tr>
<td>Visual</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Typing</td>
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<tr>
<td>Fine Dexterity</td>
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<td>Manual Dexterity</td>
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<tr>
<td>Upper Extremity Repetitive Motion</td>
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<td>☐</td>
<td>☐</td>
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<tr>
<td>Lifting/Carrying 25 lbs.</td>
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<td>☐</td>
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<td>Pushing/Pulling 10 lbs.</td>
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### NON-PHYSICAL DEMANDS

<table>
<thead>
<tr>
<th>Function</th>
<th>N/A</th>
<th>Seldom (&lt;25%)</th>
<th>Occasional (25% - 50%)</th>
<th>Frequent (50% - 75%)</th>
<th>Always (&gt;75%)</th>
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</thead>
<tbody>
<tr>
<td>Analysis/Reasoning</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
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<td>☐</td>
</tr>
<tr>
<td>Communication/Interpretation</td>
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<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Math/Mental Computation</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Reading</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Sustained Mental Activity (i.e. auditing, problem solving, grant writing, composing reports)</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Writing</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Other:</td>
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<td>☐</td>
<td>☐</td>
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</tr>
</tbody>
</table>

### ENVIRONMENTAL DEMANDS

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<thead>
<tr>
<th>Function</th>
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<th>Seldom (&lt;25%)</th>
<th>Occasional (25% - 50%)</th>
<th>Frequent (50% - 75%)</th>
<th>Always (&gt;75%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work Alone</td>
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<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Frequent Task Changes</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Tedious/Exacting Work</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>High Volume Public Contact</td>
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<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Dust</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Temperature Extremes</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
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<td>☐</td>
</tr>
<tr>
<td>Loud Noises</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Physical Danger</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Toxic Substances (i.e. solvents, pesticides, etc.)</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Other: STRESS</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

### WORK SCHEDULE:

- ☑ 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:

<table>
<thead>
<tr>
<th>Educational Level</th>
<th>Area of specialization/major:</th>
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<tbody>
<tr>
<td>□ HS Diploma/GED</td>
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<tr>
<td>□ Associate's Degree</td>
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<td>□ Bachelor's Degree</td>
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<td>□ Graduate Degree</td>
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<td>□ Post Graduate Degree (PhD)</td>
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<tr>
<td>□ Professional Degree (Law, Medicine, etc.)</td>
<td>Area of specialization/major:</td>
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<td>□ Other:</td>
<td>Please indicate:</td>
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#### WORK EXPERIENCE

Please indicate the MINIMUM number of years of practical experience required.

- □ No experience
- □ Less than one year
- □ One to three years
- □ Three to five years
- □ Five or more years

#### SUPERVISORY/MANAGEMENT EXPERIENCE

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

- □ No experience
- □ Less than one year
- □ One to three years
- □ Three to five years
- □ Five or more years

#### LICENSE/CERTIFICATION:

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

- JD in good standing with Wisconsin bar.

### J. ADDITIONAL COMMENTS

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

- Experience preferred in defined benefit pension plans; employee benefits; Employee Income Security Act (ERISA) and related laws, regulations, court decision and precedent rulings; compensation; fiduciary duty law; pension plan governance; qualified plan tax compliance; institutional investment knowledge and/or institutional investment negotiation a big plus.
- Experience or comfort in drafting legislation and fiduciary board rules and operational policies in the complex regulatory arena of public defined benefit plans strongly preferred.
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.

<table>
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<th>Supervisor/Manager Signature</th>
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<th>Department/Division Head Signature</th>
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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:
Angie:

It is our intent to reclassify two positions within the Highway Division of DOT. They will be elevated to director level from manager level. These roles now report directly to the Executive Director of Transportation. In the past, they reported to a role that was between them and the Executive Director of Transportation titled Director Operations-Highway. This role was unclassified and it will no longer be used.

With the elevation to Director, each of these positions should be Unclassified as a part of the reclassification.

1. Director, Transportation Engineering from Transp Design and Cons Eng Mgr 000086500000001
2. Director, Highway Maintenance from Highway Maint Manager 000774320000001

Position number 1 above is currently occupied, and the incumbent will retain her classified status until she departs the position despite the position being unclassified. Position 2 is currently filled via TAHC and when a candidate is selected to fill the role, that employee will be unclassified upon acceptance.

Please arrange to have this discussed at the next meeting regarding classification.