

**MILWAUKEE COUNTY
CIVIL SERVICE
COMMISSION MEETING**

**Thursday, April 17, 2025
3:45 p.m.**

**THIS MEETING WILL BE CONDUCTED TELEPHONICALLY, NO
MEMBERS WILL PHYSICALLY BE PRESENT.**

**Teleconference Call-in Number: 414-436-3530
Access Number: 137 568 268#**

To obtain a link to join the video call, call 414-278-4218

**MILWAUKEE COUNTY
CIVIL SERVICE COMMISSION MEETING
April 17, 2025
3:45 p.m.**

AGENDA

**THIS MEETING WILL BE CONDUCTED TELEPHONICALLY, NO MEMBERS WILL
PHYSICALLY BE PRESENT.**

**Teleconference Call-in Number: 414-436-3530
Access Number: 137 568 268#**

ROLL CALL

1. The Secretary to the Civil Service Commission requests the approval of the Civil Service Commission minutes from March 20, 2025.
2. The Secretary to the Civil Service Commission forwards the minutes of the Milwaukee County Personnel Review Board of March 7 and March 18, 2025.
3. From the Chief Medical Examiner, Milwaukee County Medical Examiner's Office, requesting to transfer the position of Operations Manager from the classified to the unclassified service.

*The next regularly scheduled Civil Service Commission meeting
is May 15, 2025.*

**MILWAUKEE COUNTY
CIVIL SERVICE COMMISSION MEETING**
Thursday, March 20, 2025, 3:48 p.m.
Telephonic

Minutes

ROLL CALL:

Present: Ms. Brenda Ottesen, Ms. Janet Cleary, and Dr. Elliott Moeser were present. Ms. Keshia Exum-Pryor joined at 3:52 p.m.

1. The Secretary to the Civil Service Commission requests the approval of the Civil Service Commission minutes from February 20, 2025.

Recommendation of the Department of Human Resources: Approve.

ACTION: Ms. Cleary moved to approve the minutes from the February 20, 2025 Civil Service Commission meeting. Dr. Moeser seconded the motion.

Ayes – 3: Ms. Cleary, Dr. Moeser, and Ms. Ottesen.

Noes – 0:

2. The Secretary to the Civil Service Commission forwards the minutes of the Milwaukee County Personnel Review Board of February 4 and February 18, 2025.

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

ACTION: So ordered.

3. From the Chief Information Officer, Milwaukee County Department of Administrative Services (DAS) - Information Management Services Division (IMSD), requesting to transfer the position of Director of Business Relationship Management from the classified to the unclassified service.

Appearances: Jacqueline Bobo, Chief Information Officer, Milwaukee County Department of Administrative Services (DAS) - Information Management Services Division (IMSD); and Matt Johnson, Deputy Chief Information Officer, Milwaukee County Department of Administrative Services (DAS) - Information Management Services Division (IMSD)

ACTION: Ms. Cleary moved to approve the request. Dr. Moeser seconded the motion.

Ayes – 4: Ms. Cleary, Dr. Moeser, Ms. Exum-Pryor, and Ms. Ottesen.

Noes – 0

4. From the Chief Information Officer, Milwaukee County Department of Administrative Services (DAS) - Information Management Services Division (IMSD), requesting to transfer the position of IT Business Relationship Manager from the classified to the unclassified service.

Appearances: Jacqueline Bobo, Chief Information Officer, Milwaukee County Department of Administrative Services (DAS) - Information Management Services Division (IMSD); and Matt Johnson, Deputy Chief Information Officer, Milwaukee County Department of Administrative Services (DAS) - Information Management Services Division (IMSD)

ACTION: Ms. Cleary moved to approve the request. Ms. Exum-Pryor seconded the motion.

Ayes – 4: Ms. Cleary, Ms. Exum-Pryor, Dr. Moeser, and Ms. Ottesen.

Noes – 0

5. From the Chief Information Officer, Milwaukee County Department of Administrative Services (DAS) - Information Management Services Division (IMSD), requesting to transfer the position of IT Senior Business Relationship Manager from the classified to the unclassified service.

Appearances: Jacqueline Bobo, Chief Information Officer, Milwaukee County Department of Administrative Services (DAS) - Information Management Services Division (IMSD); and Matt Johnson, Deputy Chief Information Officer, Milwaukee County Department of Administrative Services (DAS) - Information Management Services Division (IMSD)

ACTION: Dr. Moeser moved to approve the request. Ms. Exum-Pryor seconded the motion.

Ayes – 4: Dr. Moeser, Ms. Exum-Pryor, Ms. Cleary, and Ms. Ottesen.

Noes – 0

6. From the Chief Information Officer, Milwaukee County Department of Administrative Services (DAS) - Information Management Services Division (IMSD), requesting to transfer the position of IT Senior Manager, Applications from the classified to the unclassified service.

Appearances: Jacqueline Bobo, Chief Information Officer, Milwaukee County Department of Administrative Services (DAS) - Information Management Services Division (IMSD); and Matt Johnson, Deputy Chief Information Officer, Milwaukee County Department of Administrative Services (DAS) - Information Management Services Division (IMSD)

ACTION: Ms. Exum-Pryor moved to approve the request. Ms. Cleary seconded the motion.

Ayes – 4: Ms. Exum-Pryor, Ms. Cleary, Dr. Moeser, and Ms. Ottesen.

Noes – 0

7. From the Chief Information Officer, Milwaukee County Department of Administrative Services (DAS) - Information Management Services Division (IMSD), requesting to transfer the position of IT Senior Manager, Infrastructure Services from the classified to the unclassified service.

Appearances: Jacqueline Bobo, Chief Information Officer, Milwaukee County Department of Administrative Services (DAS) - Information Management Services Division (IMSD); and Matt Johnson, Deputy Chief Information Officer, Milwaukee County Department of Administrative Services (DAS) - Information Management Services Division (IMSD)

ACTION: Ms. Exum-Pryor moved to approve the request. Ms. Cleary seconded the motion.

Ayes – 4: Ms. Exum-Pryor, Ms. Cleary, Dr. Moeser, and Ms. Ottesen.

Noes – 0

Meeting Adjournment

ACTION: Ms. Cleary moved to adjourn the meeting, Ms. Exum-Pryor seconded the motion.

Ayes – 4: Ms. Cleary, Ms. Exum-Pryor, Dr. Moeser, and Ms. Ottesen.

Noes – 0

Meeting adjourned at 4:29 p.m.

Approved by:

Debbie Rios
Secretary to the Civil Service Commission

DR: jk
C: Personnel Review Board

Milwaukee County Personnel Review Board

Meeting Minutes – March 7, 2025

I. Roll Call

Board President David Kern called to order the special meeting of the Personnel Review Board at 10:32 a.m. on Friday, March 7, 2025. The meeting was held telephonically.

The following Board Members were present: Mr. David Kern, Ms. Phoebe Williams and Greg Renz. Mr. Ovbiagele joined the meeting at 10:34 a.m.

II. Approval of the Minutes of the February 18, 2025 Meeting

Mr. Renz moved, Mr. Kern seconded, and the Board, by unanimous vote (3-0), approved the minutes of the February 18, 2025, meeting.

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

None.

IV. Correspondence

None.

V. First Appearances

A. DISCHARGES

WILLIE LAWSON, PARKS MAINTENANCE WORKER, PARKS

Case #2-4929 dated 02/12/2025

The Board heard the report of Attorney Kathryn West, Assistant Corporation Counsel, that the employee, Willie Lawson, wished to continue the matter for hearing certain on April 1, 2025. Mr. Lawson concurred.

Mr. Renz moved, Ms. Williams seconded, and the Board voted (4-0) to continue the matter for hearing certain on April 1, 2025.

PHILLIP POLAKOWSKI, CORRECCIONAL OFFICER, CRC

Case #2-4930 dated 02/14/2025

The Board heard the report of Attorney Kathryn West, Assistant Corporation Counsel, that the employee, Phillip Polakowski, wished to continue the matter for hearing certain on April 1, 2025.

Mr. Renz moved, Ms. Williams seconded, and the Board voted (4-0) to continue the matter for hearing certain on April 1, 2025.

**FELICIA PERKINS, AGING & DISABILITY RESOURCE PROFESSIONAL
– OPTIONS COUNSELOR, DHHS**

Case #2-4931 dated 02/14/2025

The Board heard the report of Attorney Kathryn West, Assistant Corporation Counsel, that the employee, Felicia Perkins, has been unresponsive to the multiple communication attempts made by Atty. West and the PRB Office. Atty. West provided a copy of correspondence Ms. Perkins had sent to her manager notifying her that she is receiving extensive services for a medical condition and is unable to fully participate in the process at this time. Atty. West and PRB Administrator Adam Gilmore agreed that this notification was tantamount to a waiver of Ms. Perkins' right to a hearing within 21 days given her voiced inability to participate in the process for medical reasons. Atty. West recommended that the Board move the matter to the Call of the Chair to allow the parties time to determine next steps.

Mr. Ovbiagele moved, Ms. Williams seconded, and the Board, by unanimous vote (4-0), moved to accept Ms. Perkins' correspondence as a waiver of her right to a hearing within 21 days pursuant to Chapters 63.10 and 63.12, Wis. Stats., and moved the matter to the Call of the Chair.

VI. Hearings Certain

A. DISCHARGES

MELEK AL-ZAIDY, DEPUTY SHERIFF, SHERIFF Case #2-4921 dated 01/10/2025 for PS #24-341

The Board heard the request of Attorney Kathryn West, Assistant Corporation Counsel, to postpone the matter for hearing certain on March 18, 2025. Atty. West informed the Board that she attempted to confirm a hearing date of March 18 with the employee's counsel but had received no response. Atty. Mandy Schepper, on behalf of the employee, Melek Al-Zaidy, advised of her unavailability for March 18. Atty. Schepper requested that the hearing certain be scheduled on a date after Mr. Al-Zaidy's plea and sentencing hearing in a criminal matter, which is currently scheduled for April 17. Both parties confirmed that the facts at issue in both matters are essentially the same. Atty. Schepper informed the Board that a plea offer has been extended to Mr. Al-Zaidy in his criminal matter and the matter could be resolved by the April 17 court hearing. The next regularly scheduled meeting date after April 17 on the Board's calendar is April 29. Atty. West could not confirm the county's witnesses' availability for April 29. The Board agreed to postpone the hearing until after the April 17 court hearing in an effort to allow time for the criminal matter to conclude, pending the availability of county witnesses, and with the caveat that further requests for postponement may not be granted as the Board affirmed its ability to conduct a hearing on a matter before it regardless of the status of a parallel criminal matter.

The Board also inquired regarding Mr. Al-Zaidy's current status. Atty. West informed the Board that Mr. Al-Zaidy is suspended without pay but is still receiving county insurance. If the Board upholds the recommended discipline, then Mr. Al-Zaidy would be in arrears and his accrued time would not be enough to cover the insurance.

Mr. Renz moved, Ms. Williams seconded, and the Board, by unanimous vote (4-0) continued the matter for hearing certain on April 29, 2025, pending the availability of the County's witnesses.

TRACI GONDEK, LMS TRAINING COORDINATOR, DHR

Case #2-4928 dated 02/03/2025

The Board heard the report of Attorney Kathryn West, Assistant Corporation Counsel, that Ms. Gondek had resigned from her position in County service effective March 3, 2025.

The Board acknowledged the resignation of Traci Gondek and closed this case.

VII. Adjourn

Mr. Renz moved, Mr. Kern seconded, and the Board, by unanimous vote (4-0), adjourned the meeting at 11:00 a.m.

Minutes submitted by: Alisha Terry, PRB Paralegal

Milwaukee County Personnel Review Board

Meeting Minutes – March 18, 2025

I. Roll Call

Board President David Kern called to order the regular meeting of the Personnel Review Board at 9:01 a.m. on Tuesday, March 18, 2025. The meeting was held telephonically.

The following Board Members were present: Mr. David Kern, Ms. Phoebe Williams, Greg Renz and Mr. Ovbiagele.

II. Approval of the Minutes of the March 7, 2025 Meeting

Mr. Renz moved, Ms. Williams seconded, and the Board, by unanimous vote (4-0), approved the minutes of the March 7, 2025, meeting.

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

None.

IV. Correspondence

None.

V. Board Member and Office Staff Training Completion Update

Mr. Adam Gilmore, PRB Administrator, informed the Board that PRB office staff have completed the required 2025 annual County trainings. Mr. Kern, Ms. Williams and Mr. Renz need to complete their signature on the Ethics and Harassment trainings in order for trainings to be marked as complete. Mr. Kern is so far the only Board Member to have completed Episode 5 of the Racial Equity training.

VI. First Appearances

A. DISCHARGE

LATOYA IRVIN, CLERICAL ASSISTANT, DHHS-CHILD SUPPORT SERVICES

Case #2-4932 dated 02/26/2025

The Board heard the report of Attorney Kathryn West, Assistant Corporation Counsel, that Ms. Irvin resigned from her position in County service effective March 6, 2025.

The Board acknowledged the resignation of Latoya Irvin and closed this case.

B. SUSPENSIONS

PAUL THOMPSON, DEPUTY SHERIFF CAPTAIN, SHERIFF

Case #1-4933 dated 02/26/2025 for PS #24-368 for 5 Days

The Board heard the report of Attorney Kathryn West, Assistant Corporation Counsel, that the employee, Paul Thompson, submitted a signed Waiver of Hearing on the Notice of Suspension

The Board acknowledged the waiver of hearing and closed this case.

JOLENA KIRKENDOLL, CORRECTIONS SERGEANT, SHERIFF

Case #1-4934 dated 02/21/2025 for PS #24-356 for 3 Days

The Board heard the report of Attorney Kathryn West, Assistant Corporation Counsel, that the employee, Jolena Kirkendoll, submitted a signed Waiver of Hearing on the Notice of Suspension

The Board acknowledged the waiver of hearing and closed this case.

ANTHONY MEDINA, DEPUTY SHERIFF, SHERIFF

Case #1-4935 dated 02/21/2025 for PS #24-346 for 5 Days

The Board heard the report of Attorney Kathryn West, Assistant Corporation Counsel, that the employee, Anthony Medina, submitted a signed Waiver of Hearing on the Notice of Suspension

The Board acknowledged the waiver of hearing and closed this case.

STEFANIE ELLIS, CLERICAL SPECIALIST, SHERIFF

Case #1-4936 dated 02/21/2025 for PS #24-145A for 1 Day

Case #1-4937 dated 02/21/2025 for PS #24-364A for 3 Days

The Board heard the report of Attorney Kathryn West, Assistant Corporation Counsel, that the appointing authority has withdrawn the Notice of Suspension for PRB case #1-4936 (PS #24-145A).

Atty. West also informed the Board that the appointing authority reduced the number of days from 5 to 3 in the PRB case #1-4937 (PS #24-364A) and that Stefanie Ellis submitted a signed Waiver of Hearing and accepted the 3-day suspension.

The Board acknowledged the withdrawal of PRB case #1-4936 (PS #24-145A) and the waiver of hearing for PRB case #1-4937 (PS #24-364A) and closed these cases.

VII. Performance Evaluations

At 9:07 a.m., Mr. Renz moved, Ms. Williams seconded, and the Board voted (4-0) to go into closed session to discuss the performance evaluations of PRB office staff. At 9:41 a.m., the Board reconvened in open session.

VIII. Adjourn

Mr. Renz moved, Ms. Williams seconded, and the Board, by unanimous vote (4-0), adjourned the meeting at 9:43 a.m.

Minutes submitted by: Alisha Terry, PRB Paralegal

COUNTY OF MILWAUKEE
Inter-Office Communication

Date: March 31, 2025

To: Debbie Rios, Secretary to the Civil Service Commission

From: Wieslawa Tlomak, MD, Chief Medical Examiner; Milwaukee County Medical Examiner's Office

Subject: Request to Transfer the Operations Manager position from Classified to Unclassified status.

Request

The Medical Examiner's Office, org 4900, requests that the position of Operations Manager be transferred from the classified to the unclassified status.

Background / Analysis

The Operations Manager plays a vital role supporting the Chief Medical Examiner and the Deputy Chief Medical Examiner in overseeing the daily operations of the Milwaukee County Medical Examiner's Office and Toxicology Laboratory. This critical position is responsible for managing multiple aspects of the department, including but not limited to:

- Manages budgeting, financial reporting, and auditing to ensure compliance with Milwaukee County ordinances and Wisconsin State Statutes.
- Leads strategic planning, grant writing, marketing efforts, and budget preparation.
- Leads the accreditation process of the Medical Examiner's Office by the National Association of Medical Examiners (NAME) including annual reporting to the Inspection and Accreditation Committee.
- Provides leadership to administrative staff ensuring operational efficiency and alignment with the offices structure and objectives.
- Facilitates departmental interactions with Federal, County, and State agencies, Criminal Justice Partners, Public Health partners, Funeral Home partners, and private sector organizations as needed.
- Coordinates decedent transfers to Milwaukee Area Technical College Funeral Director Science Program for embalming according to office policies and Wisconsin State Statutes
- Serves as the primary media liaison and ensures the release of information in accordance with Wisconsin Open Records Law.

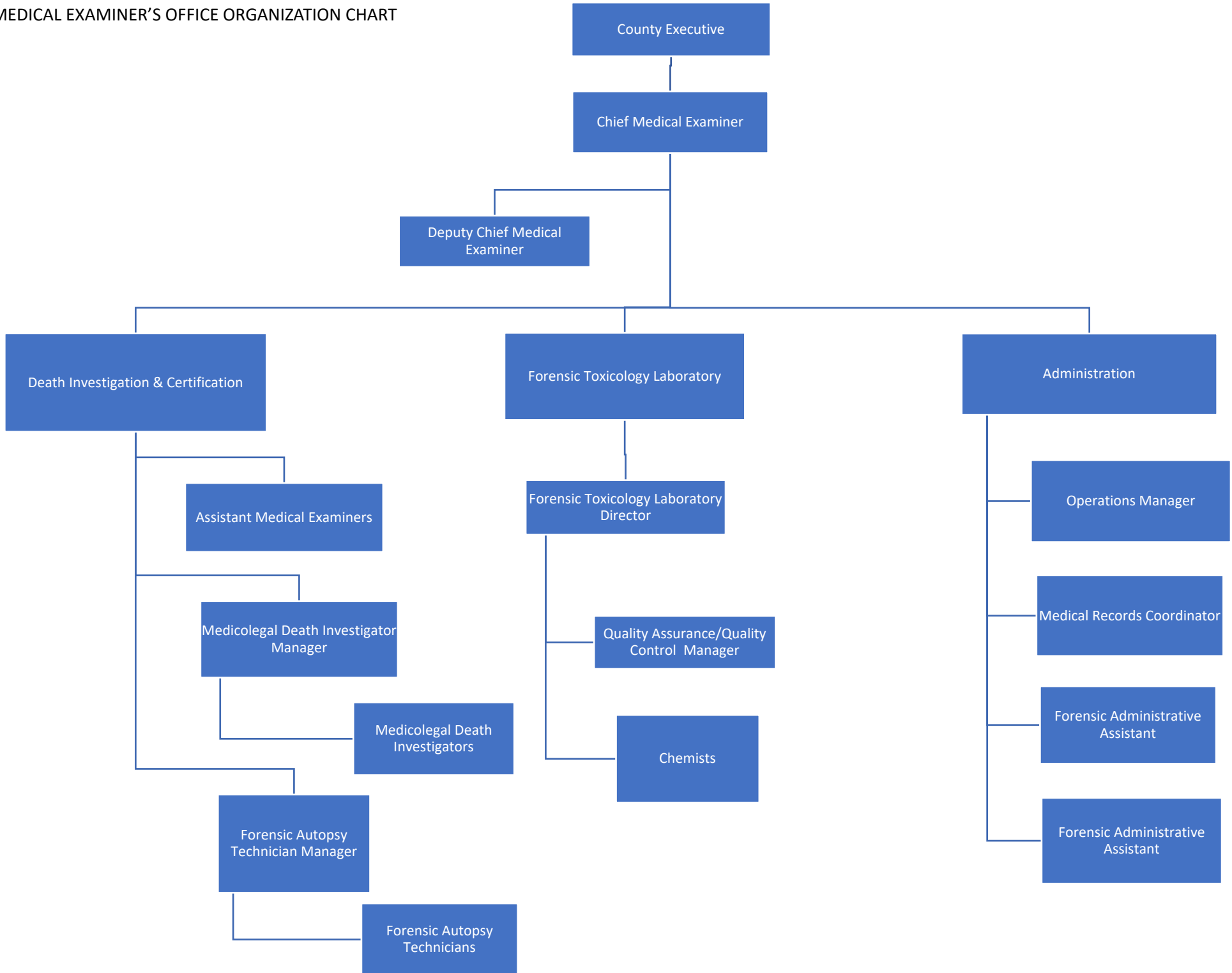
Currently the Operations Manager position is vacant. The Medical Examiner's Office requests that this position be reclassified as part of the unclassified service before making a new appointment. The current pay grade is NR30 (\$86,465.60 - \$129,688).

An evaluation of the position's duties, its critical role within the Medical Examiner's Office, and its highly visible nature – along with the fact that no other comparable position exists within Milwaukee County, demonstrates that the Operations Manager position within the Medical Examiner's Office meets the criteria for inclusion in the unclassified service under Wisconsin State Statutes 63.03(3)(a).

Enclosed is a copy of the position description for reference.

Thank you for your consideration of this request.

MEDICAL EXAMINER'S OFFICE ORGANIZATION CHART





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):	4900	Division (Low Org):	4900
Contact for this Study	Name: Wieslawa Tlomak, MD	Wieslawa.Tlomak@milwaukeecountwi.gov	
	Chief Medical Examiner		
Current Job Title:	Operations Manager	Current Job Code:	
Health Screen Level:	N/A	Background Check Level:	Criminal and driving
Job Reports To:	Title: Dr. Wieslawa Tlomak – Chief Medical Examiner		
Request Type:	<input type="checkbox"/> Establish New <input type="checkbox"/> Review <input type="checkbox"/> Reclassification <input type="checkbox"/> Reallocation <input checked="" type="checkbox"/> Update Description <input checked="" type="checkbox"/> Other, Specify Retirement of incumbent		

B. JUSTIFICATION STATEMENT

1. Attach an organizational chart.
2. Explain the events or changes that made this request necessary.
Retirement of incumbent – update of job description

C. ABOUT THE JOB

Job Status:	<input checked="" type="checkbox"/> Regular Full-Time	<input type="checkbox"/> Regular Part-Time	<input type="checkbox"/> Seasonal	<input type="checkbox"/> Contract
Shift:	<input checked="" type="checkbox"/> Day	<input type="checkbox"/> Evening	<input type="checkbox"/> Night	<input type="checkbox"/> Other:
Hours Per Week:	<input checked="" type="checkbox"/> >40 Hours	<input type="checkbox"/> 32-40 Hours	<input type="checkbox"/> 20-32 Hours	<input type="checkbox"/> <20 Hours
Travel:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, % Travel Click or tap here to enter text.			
Will This Job Supervise/Manage?	<input checked="" type="checkbox"/> Supervise <input checked="" type="checkbox"/> Manage # of Direct Reports: 3		<input type="checkbox"/> N/A	
Fiscal Responsibility: Responsible for annual operating budget for department(s)/division(s)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide total amount? \$5 million			

D. JOB SUMMARY:

Item 3.0

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. (DEPARTMENT WILL COMPLETE)

The Operations Manager is responsible for assisting the Chief Medical Examiner and the Deputy Chief Medical Examiner with daily operations of the Milwaukee County Medical Examiner's Office and Toxicology Laboratory. This position oversees the financial processes of the department including budgeting, reporting, and auditing, to ensure compliance with all County ordinances and Wisconsin State Statutes. The Operations Manager is responsible for strategic planning, grant writing, marketing, budget preparation and if required represents the Medical Examiner's Office at the County Board meetings and other public meetings. This role provides leadership to administrative staff, ensuring efficient operations aligned with the office structure. The Operations Manager communicates with the media and is responsible for release of information according to Wisconsin Open Record Law.

E. ESSENTIAL DUTIES/RESPONSIBILITIES:

JOB RESPONSIBILITY LIST: Please describe the major elements of the job. List only the major functions, separately, in order of importance. Provide a one or two line descriptive statement for each duty so that someone not familiar with this kind of work can understand it. Weight the approximate percentage of allocated work time for each functional work activity (Round to the nearest 10%). 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%**

	<input checked="" type="checkbox"/> Original <input type="checkbox"/> New	Job Duty: Leadership and Management of Non-Medical Operations	% of Time: 20
1.		Ensure centralized administration functions are delivered effectively and in accordance with the Milwaukee County Medical Examiner's Office's (MCMEO) overall organizational structure. Ensure the MCMEO processes remain legally compliant and all operations are carried out in an appropriate, cost-effective way. <ul style="list-style-type: none"> • Supervise the administrative division of the office, including managing and staffing. • Approve and monitor timecards for contracted staff. • Lead accreditation process of the Medical Examiner's Office (MEO) by the National Association of Medical Examiners (NAME) including annual reporting to the NAME Inspection & Accreditation Committee. • Prepare detailed annual report consisting of statistical data and analysis as required by the NAME and distribute the report to various entities • Interact and facilitate departmental interactions with Federal, County, State, and Local agencies, Criminal Justice Partners, Public Health partners, Funeral Home partners, and private sector organizations as needed. • Coordinate monthly administrative meetings including scheduling, agenda, and overview of the meeting minutes. 	
2.	<input checked="" type="checkbox"/> Original <input type="checkbox"/> New	Financial, Budgeting and Strategic Planning	% of Time: 30

Responsible for finances, budgeting, strategic planning, and marketing of the Milwaukee County Medical Examiner's Office and Toxicology Laboratory.

Accounting and reporting:

- Perform monthly general accounting review and prepare monthly and quarterly fiscal reports
- Prepares specialized reporting and reviews required for fiscal review meetings
- Provide grant updates

Budget Preparation and Monitoring:

- Prepare the MEO annual budget and related required documents
- Review Recommended and Adopted Phase Budgets and communicate impacts. With the Chief Medical Examiner present the MEO budget at the County Board Budget meetings.
- Manage year-end general accounting activities, such as accruals, balance sheet account reconciliations, breakeven reconciliations and processing, and others as required.

Billing:

- Review accounts payable through Infor to ensure proper coding and handling in accordance with applicable rules and policies
- Create and maintain customer database
- Review billing and payments of the Funeral Homes and referral counties.
- Prepare an Accounts Receivable aging report to be discussed quarterly with the Medical Examiner.

Strategic Planning and Analysis:

- Formulate strategic and operational objectives.
- Participates in strategic planning and marketing including contracts with clients regarding the referral autopsies and toxicology testing
- Assists as liaison with outside County partners as it pertains to autopsy services or expansion of current services and assist with the oversight and development of the referral autopsy services.
- Prepares a comparison of actual performance results versus performance targets for the current reporting period and at least one previous period and previous year.
- Prepares a report on customer-specific formal performance complaints received by the Medical Examiner's Office over the previous quarter. This report will:
 1. Identify number of complaints received by type.
 2. Describe each complaint/associated performance incident and the affected customer(s).

	<input checked="" type="checkbox"/> Original <input type="checkbox"/> New	Job Duty: Grant Writing/Implementing/Reporting	% of Time: 10
	<p>Write proposals to secure funding from government or private sources.</p> <ul style="list-style-type: none"> • Research and identify potential funding opportunities, write grant proposals and supporting documents, submit proposals to grant-making organizations, collaborate with other organizations' staff, monitor the grant project for compliance and reporting, submit reimbursements through Federal software, respond to all audit requests, and submit final grant reports to close-out funded grants. • Write proposals, track expenditures and funding for opioid settlement funding through Milwaukee County Office of Strategy and Performance. 		
4.	<input checked="" type="checkbox"/> Original <input type="checkbox"/> New	Public Information Officer	% of Time: 10
	<ul style="list-style-type: none"> • In conjunction with the Chief Medical Examiner, coordinate and act as spokesperson for all media contacts and represent the MEO at various functions and meetings. • Release information to the media and ensure compliance with Wisconsin Open Record Law • Act as a liaison between the MEO and other agencies and the public 		
5.	<input checked="" type="checkbox"/> Original <input type="checkbox"/> New	Job Duty: Contract Specialist	% of Time: 10
	<ul style="list-style-type: none"> • Prepare, negotiate, and oversee contracts including service, vendor and price agreements, bid specifications, statements of work, and partnership agreements. Manage payments, monitor compliance, funding, and deliverables. Specifically, oversee the Body Transport Contract. • Market and leverage the revenue producing functions of the MEO to other governmental entities to increase funding for the office to offset reliance on tax levy. 		
6.	<input checked="" type="checkbox"/> Original <input type="checkbox"/> New	Miscellaneous	% of Time: 20
	Emergency Mass Disaster Coordinator; Monthly In-Service and Annual Forensic Science Seminar; Forensic Fellowship Support; Internship Program Coordinator; other duties as assigned		

7.	<input type="checkbox"/> Original <input type="checkbox"/> New		% of Time:
	Descriptive:		
8.	<input type="checkbox"/> Original <input type="checkbox"/> New		% of Time:
	Descriptive:		
9.	<input type="checkbox"/> Original <input type="checkbox"/> New		% of Time:
	Descriptive:		
10.	<input type="checkbox"/> Original <input type="checkbox"/> New		% of Time:
	Descriptive:		

F. EQUIPMENT, TOOLS & MATERIALS, PERSONAL COMPUTERS, SOFTWARE

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.)		Click or tap	X	Vehicles
2. Hand Tools/Instruments: (i.e. Power Tools, Equipment, Weapons, etc.)	X			Computers, telephones, printers, scanners
3. Driving required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	List License Types: (Required)		Valid WI Driver's License	
	List License Types: (Preferred)			
4. Personal vehicle required?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
5. Please list all <u>Technology, Systems and Software Knowledge</u> required to perform the job:				
Basic	Intermediate	Advanced		
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fluency in Microsoft Office	
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:	

G. JOB COMPETENCIES

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

Communication Skills: Select the level of language (ability to read, write and speak needed to successfully accomplish the essential duties of the job.) Please select all that apply.

- Read, write and comprehend simple instructions, reports, short correspondence and memos.
- Speak effectively before both internal and/or external groups.
- Read, analyze, and interpret safety rules, operating/maintenance instructions and procedure manuals, scientific/technical journals and procedures, government regulations, financial 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:

- Makes minimal decision-making responsibility.
- Makes decisions of responsibility involving evaluation of information; decisions may require development or application of alternatives or precedents.
- Makes decisions of responsibility and final results that affect more than one department or a department with multiple units; substantial analysis is required and many factors must be weighed before a decision can be reached.
- Makes decisions of responsibility and final recommendations, which may result in the formulation of strategic plans of action to achieve the broad objectives for the organization; involves long-range future planning including scope, direction and goals.

Complexity, Judgment and Problem Solving: Please select all that apply.

- Understand and follow instructions.
- Execute decisions within limits of standard policy and procedures.
- Interpret and adapt to established practices and procedures using independent judgment to meet situations to which applications are not clearly defined.
- Perform within difficult or complex working conditions or situations not easily evaluated; decisions require considerable judgment, initiative and ingenuity in areas there is little precedent.
- Act independently in the formulation and administration of policies and programs for major departments or functions.

H. WORKING CONDITIONS

What are the physical, mental and environment demands for this job? Functions identified must coincide with the descriptive statement of essential duties and responsibilities for this job. The functions should focus on what is to be done and the processes traditionally used to achieve end results. For each of the following functional requirements, indicate the frequency in which it occurs in this job.

<u>PHYSICAL DEMANDS</u>	N/A	Seldom (<25%)	Occasional (25% - 50%)	Frequent (50% - 75%)	Always (>75%)		
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Walking/Running	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Reaching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Climbing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Driving	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Bending/Kneeling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Hearing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Talking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Visual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Typing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Fine Dexterity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Manual Dexterity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Upper Extremity Repetitive Motion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Lifting/Carrying (lbs.)	<input type="checkbox"/> up to 05	<input type="checkbox"/> up to 10	<input checked="" type="checkbox"/> up to 15	<input type="checkbox"/> up to 20	<input type="checkbox"/> up to 25	<input type="checkbox"/> up to 30	<input type="checkbox"/> up to
Pushing/Pulling (lbs.)	<input type="checkbox"/> up to 05	<input type="checkbox"/> up to 10	<input checked="" type="checkbox"/> up to 15	<input type="checkbox"/> up to 20	<input type="checkbox"/> up to 25	<input type="checkbox"/> up to 30	<input type="checkbox"/> up to

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

ENVIRONMENTAL DEMANDS		N/A	Seldom (<25%)	Occasional (25% - 50%)	Frequent (50% - 75%)	Always (>75%)
Work Independently		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Task Changes		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Tedious/Exacting Work		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
High Volume Public Contact		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dust		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Temperature Extremes		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Loud Noises		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical Danger		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toxic Substances (i.e. solvents, pesticides, etc.)		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	Frequent interruptions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

WORK SCHEDULE: Please select all that apply.

- Routine shifts hours. Infrequent overtime, weekend, or shift rotation.
- Considerable irregularity of hours due to frequent overtime, weekend or shift rotation.
- Regular and/or frequent on-call availability

DEMANDS/DEADLINES: Please select all that apply.

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

I. EDUCATION, LICENSE, AND EXPERIENCE**EDUCATION**

Please indicate the MINIMUM educational level required:

- | | |
|--|--|
| <input type="checkbox"/> HS Diploma/GED | |
| <input type="checkbox"/> Associate's Degree | Area of specialization/major: |
| <input checked="" type="checkbox"/> Bachelor's Degree | Area of specialization/major: Bachelor Degree in Business Administration, Management, Accounting |
| <input type="checkbox"/> Graduate Degree | Area of specialization/major: Click or tap here to enter text. |
| <input type="checkbox"/> Post Graduate Degree (PhD) | Area of specialization/major: |
| <input type="checkbox"/> Professional Degree (Law, Medicine, etc.) | Area of specialization/major: |
| <input checked="" type="checkbox"/> Other: | Please indicate: Fluency in Microsoft Word and Excel |

LICENSE/CERTIFICATION: (Please complete Section F on Page 3 for Driving Requirements/License(s))

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

WI driver's license

WORK EXPERIENCE

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

- | | |
|--|---|
| <input type="checkbox"/> No experience | |
| <input type="checkbox"/> Less than one year | Area(s) of experience: |
| <input type="checkbox"/> One to three years | Area(s) of experience: |
| <input type="checkbox"/> Three to five years | Area(s) of experience: |
| <input checked="" type="checkbox"/> Five or more years | Area(s) of experience: Administrative, Business administration, or related experience |

SUPERVISORY/MANAGEMENT EXPERIENCE	
Please indicate the MINIMUM number of years of supervisory/management experience required.	
<input type="checkbox"/> No experience	
<input type="checkbox"/> Less than one year	Area(s) of experience:
<input type="checkbox"/> One to three years	Area(s) of experience:
<input type="checkbox"/> Three to five years	Area(s) of experience: Click or tap here to enter text.
<input checked="" type="checkbox"/> Five or more years	Area(s) of experience: managing staff and resources

Supervisory/Managerial: If applicable, select the appropriate level of responsibility.	
<input type="checkbox"/>	Level 1 General instructing, scheduling, and reviewing the work of others performing the same or directly related work. Acts as "lead worker". Functional supervision only. Recommends personnel actions (hiring, termination, pay changes, etc.) but does not independently conduct.
<input type="checkbox"/>	Level 2 Scheduling, supervision, and evaluation of work of employees who perform similar work assignments. Conducts all aspects of personnel actions (hiring, termination, pay changes, etc.).
<input checked="" type="checkbox"/>	Level 3 Scheduling, supervision and evaluation of work as a "manager" of the first line supervisors; or perform supervision of workers who perform distinct and separate blocks of work. Oversees and conducts all aspects of personnel actions (hiring, termination, pay changes, etc.). Are there subordinate supervisors reporting to this job? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, how many?
<input type="checkbox"/>	Level 4 Scheduling, supervision and evaluation of work as a superior of "managers". Administers through subordinate managers, departmental multi-function programs or operations. Oversees and conducts all aspects of personnel actions (hiring, termination, pay changes, etc.). Are there subordinate supervisors/managers reporting to this job? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many?
<input type="checkbox"/>	Level 5 Scheduling, supervision, and evaluation of work as a superior of those in level 4. Are there subordinate supervisors/managers reporting to this job? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many?
List the names of the Positions and/or Department(s)/Division(s) supervised/managed by this job:	
Forensic Administrative Assistant (2) Medical Records Coordinator	

J. ADDITIONAL COMMENTS

Please list additional items not covered in this questionnaire that would be helpful to the Compensation Department in understanding this job.	
<ul style="list-style-type: none"> Preferred experience: Business and Administrative Experience / Fluency in Microsoft Office/ Preferred skills: Leadership ability Excellent communication Delegation Training and development Decision making Familiarity with business and financial principles Experience w/ budgeting and forecasting Outstanding organizational skills Performance management Requires criminal history check – felony and some misdemeanor convictions would be barrier to employment. 	

Please provide additional information and/or language so that Employment & Staffing can include it in the job announcement (Providing that the Compensation Department has approved).	
Requires criminal history check – felony and some misdemeanor convictions would be barrier to employment.	

K. SIGNATURES

SUPERVISOR'S/MANAGER'S CONFIRMATION:	
I have completed and/or reviewed the contents of this job evaluation questionnaire and consent to its accuracy.	
Supervisor/Manager Signature: <i>W. Troman, MD</i>	Date: <i>4/7/2025</i>
Department/Division Head Signature: <i>W. Troman, MD</i>	Date: <i>4/7/2025</i>

Email the completed form to: hrcompensation@milwaukeecountywi.gov. Please ensure the subject line includes the Department High Org., and (if applicable) Low Org. number, Request Type (i.e. JEQ Request, JEQ Study,) (I.e. 1140/1140 JEQ Request) Item 3.0