



# HEALTH COMMISSIONER EMPLOYMENT CONTRACT

This contract and agreement made and entered into by and between the City of West Allis ("City"), a municipal corporation organized and existing by virtue of the laws of the State of Wisconsin, and Robert Leischow ("Leischow"), currently a non-resident.

## RECITALS:

*WHEREAS*, the Common Council has established the position of Health Commissioner in the unclassified service of the City; and

*WHEREAS*, the Health Commissioner is appointed by and responsible to the Common Council for the performance of his duties; and

*WHEREAS*, the City Administrator of the City of West Allis has recommended the appointment of Leischow to the position of Health Commissioner, the Common Council has approved his recommended appointment, and Leischow has indicated his willingness to accept said position.

*NOW, THEREFORE*, it is hereby agreed by and between the City and Leischow:

*EMPLOYMENT*: The City does hereby employ Leischow in the position of Health Commissioner as set forth in the job description attached hereto as Exhibit 1 and subject to the terms and conditions hereinafter set forth.

*OATH*: Before entering upon the duties of his office, Leischow shall file an oath for the faithful performance of his duties and responsibilities as Health Commissioner.

*RESPONSIBILITIES*: Leischow agrees to perform at a professional level of competence the services, duties and responsibilities of Health Commissioner as set forth in the laws of the State of Wisconsin and the ordinances, resolutions, regulations and policies of the City which now exist or which may hereinafter be enacted.

Leischow shall be responsible to the Common Council in the discharge of his duties and responsibilities; however, such duties and responsibilities shall be exercised under the supervision of the City Administrator of the City of West Allis on a day-to-day basis in accordance with directives of the Common Council, as applicable.

Leischow agrees to devote full time to his duties and responsibilities as Health Commissioner and shall not engage in any pursuit which interferes with the proper discharge of said duties and responsibilities.

*TERM OF AGREEMENT*: Leischow shall assume his duties and responsibilities under this Agreement on July 15, 2019. Leischow shall serve for an indefinite term, subject to removal by the Common Council at pleasure, and without cause, by an affirmative vote of three-fourths (3/4) of all the members thereof, and upon sixty (60) days' notice prior to the effective date.

Leischow may terminate his duties and responsibilities under this Agreement by submitting his written resignation sixty (60) days prior to the effective date.

*SALARY AND BENEFITS*: In consideration for the services rendered under this Agreement, the City will pay and provide salary and benefits to Leischow as follows:

- A. Salary: The salary, as a non-resident, shall be \$108,888 per annum (Step 4 of Salary Grade R), paid in twenty-six (26) installments by the City, less deductions required by federal and state laws and regulations or authorized directives as permitted by City policies. On January 1, 2020, the rate shall be increased to Step 5 of Salary Grade R, contingent upon satisfactory performance of applicable job duties (and unless reversed by Common Council action by a vote of three-fourths (3/4) of all the members thereof). Future salary levels shall be established in accordance with applicable policies and procedures. Should Leischow become a resident of the City of West Allis, he will be granted West Allis Resident Incentive Premium Pay on top of the salary. [Policy 1424, 11.8]

- B. Overtime: The normal work week shall be forty (40) hours. All services in excess of forty (40) hours per week, to include attendance at meetings of the Common Council and its Committees and election administration, shall be performed by Leischow without additional compensation. [RMC 2.76(9)(10)]
- C. Benefits: Leischow will be eligible for all of the benefits afforded to employees holding benefitted positions including those described in Policy #1410 "Total Benefit Package", Policy #1412 "Holidays", Policy #1443 "Moving/Relocation Expenses", and Policy #1483 "Voluntary Benefit Programs". Leischow will be afforded health and dental insurance coverage for him and any eligible family members effective upon date of hire.
- D. Life Insurance: The premiums for life insurance costs under the City's group life insurance program, established pursuant to Revised Municipal Code Section 2.76(25), will be paid by the City at the same level as provided for other full-time employees.
- E. Wisconsin Retirement Fund: The City and Leischow shall pay their respective employer and employee shares to the Wisconsin Retirement Fund as specified by State law. [RMC 2.76(26)]
- F. Section 457-Deferred Compensation, Section 125-Flexible Spending, Section 223-Health Savings Account: Leischow will be offered the opportunity to participate in such plans as the City may establish. [RMC 2.76(6)]
- G. Worker's Compensation Benefits: On becoming eligible for weekly worker's compensation payments, Leischow will receive Worker's Compensation Benefits in accordance with Wisconsin law. [RMC 2.76(22)]
- H. Education, Training, Professional Fees: The City will pay educational, training, and professional membership fees on behalf of Leischow, as budgeted and in accordance with City policy [RMC 2.76(18)].
- I. Outside Work: Leischow agrees to limit outside professional work and activity to outside City of West Allis boundaries and to comply with the Code of Ethics for City Officials as it relates to such (Revised Municipal Code Sections 3.1 – 3.3).

**RESIDENCY**: Leischow currently maintains his residence outside the City of West Allis but is encouraged to become and remain a resident of the City of West Allis if at all possible.

**OTHER TERMS AND CONDITIONS**: All other terms and conditions of employment not specifically detailed herein shall be governed by the provisions of the Revised Municipal Code and applicable policies and procedures of the City of West Allis, and future amendments thereto, applicable to appointments in the unclassified service.

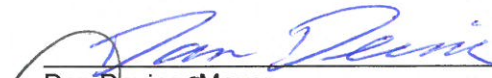
**CONFLICTS**: Any motions, resolutions and/or ordinances heretofore adopted by the Common Council, which are inconsistent with the terms of this Agreement, are hereby superseded by this Agreement.

**AMENDMENTS**: This Agreement is subject to amendment, alteration or addition only by subsequent written agreement between and executed by the City and Leischow where mutually agreeable. The waiver of any breach, term or condition of this Agreement by either party hereto shall not constitute a precedent in the future enforcement of all its terms and conditions.

This Agreement constitutes the entire agreement between the parties hereto and no verbal statement shall supersede any of its provisions.


Dated this 12<sup>th</sup> day of June, 2019.

**CITY OF WEST ALLIS**


By:   
Dan Devine, Mayor

By:   
Thomas G. Laisic, Council President

By:   
Rebecca N. Grill, City Administrator

By:   
Steve Braatz, City Clerk

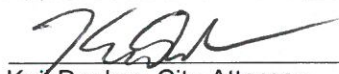
I hereby accept the offer as stated in this Contract and agree to abide by its provisions.

Dated: May 31, 2019 by , Robert Leischow

Countersigned this 3<sup>rd</sup> day of June, 2019, and I hereby certify that provision has been made to pay the liability that will accrue under this Contract between the City of West Allis and Mr. Robert Leischow.

  
Peggy Steeno, Finance Director/Treasurer/Comptroller

Approved as to form this 5<sup>th</sup> day of June, 2019

  
Karl Decker, City Attorney



# JOB DESCRIPTION QUESTIONNAIRE (JDQ)

Exhibit 1

## SECTION 1 - DEMOGRAPHIC INFORMATION

Class Title	Health Commissioner/City Sealer	Department	Health	Division
Classification per 2.76 RMC	<input checked="" type="checkbox"/> Executive (City Officer or Department Head) <input type="checkbox"/> Managerial Service <input type="checkbox"/> Deputy/Assistant Service <input type="checkbox"/> Supervisory <input type="checkbox"/> Professional <input type="checkbox"/> Confidential <input type="checkbox"/> General Employee			<input type="checkbox"/> City Hall <input type="checkbox"/> Fire <input checked="" type="checkbox"/> Health <input type="checkbox"/> Library <input type="checkbox"/> PW <input type="checkbox"/> Police
Full-Time / Part-Time	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time, Hours per week ____	Supervisor Title	City Administrator	
HR Only	Working Title	Health Commissioner/City Sealer	Salary Grade -	FLSA Code:
			R	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt

Position Summary – Summarize the purpose and primary responsibilities for this position. (Job Announcement Wording)

## SECTION 2 - DESCRIPTION OF EXPECTED WORK HOURS/CORE FUNCTIONS, ESSENTIAL DUTIES & RESPONSIBILITIES

The core functions/essential duties/responsibilities of the job, which are the most important aspects of the job. This section is focused on WHAT is done rather than HOW it is done. Wording that provides a clear for someone not familiar with the work is used. Terminology or acronyms that are not widely known are avoided. The list includes the duties that are most important at the top, and the estimated percentage of the total annual time that each item takes. (FYI - 10% equates to roughly 200 hours of a work year.) Duties and responsibilities that account for as close to 100% of work time as possible are listed. Catch-all categories may be included but are not evaluated as part of the classification for the position (e.g. misc. duties, other duties as assigned, etc.), those sections will likely NOT be evaluated. **Frequency Codes:** Daily [D] / Weekly [W] / Bi-Weekly [B] / Monthly [M] / Quarterly [Q] / Annually [A] / As Needed [N]

Expected Work Hours/Core Functions/Essential Duties and Responsibilities of the Position	Frequency	% of Annual Total Time
<p>Expected Work Hours</p> <p><input checked="" type="checkbox"/> Normal Business Hours (M-F, 7 am- 3:30 pm); but may work alternative schedules as required <input checked="" type="checkbox"/> Full-time salaried position<sup>1</sup></p> <p><input type="checkbox"/> Emergency call outs, before and after standard scheduled hours of work including weekends and holidays <input type="checkbox"/> Watch Duty <input type="checkbox"/> Other, describe:</p> <p>Regular attendance is an essential function of this job to ensure continuity of service delivery.</p> <p>Functions as health officer per Wisconsin Statutes 250, 251 and 252 as well as per Wisconsin Adm. Code HSS 140 (see attached).</p> <p>Under Mayor's direction; performs work of unusual difficulty in enforcing all local municipal ordinances and state statutes that specifically relate to physical, mental, sanitary and environmental health. Directs the daily operations of the West Allis Health Department, West Allis Senior Center</p> <ul style="list-style-type: none"> <li>Plans and directs the four divisions of the department of public health: community health services, environmental health, administrative services and interdisciplinary health service; plans, directs and enforces programs designed to ensure compliance within the City with Federal, State and local laws, regulations and ordinances and/or generally enhance community health and environment; surveys community needs and develops plans to meet those needs; develops, justifies and administers Health Department budgets and establishes and controls office procedures, report preparation, and public information procedures; establishes and administers the operation of appropriate facilities, such as clinics for preventive services; screening and advice;</li> <li>Reviews the work of assigned personnel; approves all applications and interpretations of City and related codes and ordinances relating to department business and initiates court proceedings relating to department programs; coordinates programs with other public health agencies and the State Division of Health; promotes the passage or revision of necessary laws and regulations as they concern public health; represents the City at various conferences on public health matters; serves in an advisory capacity to</li> </ul>	D	94%

<sup>1</sup> with expectations for coverage during core business hours and flexibility required as necessary to accommodate business needs. Accessible by cell phone and/or to report to the worksite outside of regular office hours, including but not limited to, nights, weekends, holidays, etc.

various governmental agencies and professional groups; represents the City as medical director for Emergency Government; directs the operation of the Senior Citizen Center; directs the office of City Sealer; answers inquiries of the Mayor and Common Council and explains programs; speaks at various public functions and approves all press releases concerning health department activities; supervises applications for federal funds and reimbursable programs.

Administrative Functions:

- Fulfill the responsibilities of Local Health Officer as defined in WI State Statute 251.
- Assure the department maintains at least Level II health department designation under DHS 140.
- Translate community health data and complete assessments.
- Expand access to public health data and information for the County Administrator, Board of Health and Human Services; staff and the public.

Functions as health officer per Wisconsin Statutes 250, 251 and 252 as well as per Wisconsin Adm. Code HSS 140 (see attached).

Under Mayor's direction; performs work of unusual difficulty in enforcing all local municipal ordinances and state statutes that specifically relate to physical, mental, sanitary and environmental health. Directs the daily operations of the West Allis Health Department, West Allis Senior Center and the West Allis Farmers Market.

- Plans and directs the four divisions of the department of public health: community health services; environmental health, administrative services and interdisciplinary health service; plans, directs and enforces programs designed to ensure compliance within the City with Federal, State and local laws, regulations and ordinances and/or generally enhance community health and environment; surveys community needs and develops plans to meet those needs; develops, justifies and administers Health Department budgets and establishes and controls office procedures, report preparation, and public information procedures; establishes and administers the operation of appropriate facilities, such as clinics for preventive services, screening and advice;

Reviews the work of assigned personnel; approves all applications and interpretations of City and related codes and ordinances relating to department business and initiates court proceedings relating to department programs; coordinates programs with other public health agencies and the State Division of Health; promotes the passage or revision of necessary laws and regulations as they concern public health; represents the City at various conferences on public health matters; serves in an advisory capacity to various governmental agencies and professional groups; represents the City as medical director for Emergency Government; directs the operation of the Senior Citizen Center; directs the operation of the municipal Farmer's Market; directs the office of City Sealer; answers inquiries of the Mayor and Common Council and explains programs; speaks at various public functions and approves all press releases concerning health department activities; supervises applications for federal funds and reimbursable programs.

Administrative Functions:

- Fulfill the responsibilities of Local Health Officer as defined in WI State Statute 251.
- Assure the department maintains at least Level II health department designation under DHS 140.
- Translate community health data and complete assessments.
- Expand access to public health data and information for the County Administrator, Board of Health and Human Services; staff and the public.
- Administer all funds received by the Department of Public Health.
- Prepare, recommend, and monitor annual Department operating budget. Identify revenue sources. Prepare or direct preparation of grant applications. Authorize and analyze expenditures. Coordinate inter-program spending. Review reimbursement for maximization by third party payers when applicable.
- Plan and administer Department activities for all public health programs such as public health and home health nursing, school nursing, immunizations, communicable disease prevention and control, environmental health, human health hazard prevention and control, W/C, and other public health services and programs assigned to the Department by County, State and Federal mandates.
- Plan and administer home health program for compliance with professional standards, and local, state, and Federal laws.
- Develop, and implement or direct implementation of administrative and program policies and procedures in consultation with the Board of Health and Human Services. Interpret Department policy to Department personnel and the general public.
- Maintain communication regarding Department programs and activities with Board of Health and Human Services members, County Supervisors, the general public and news media representatives. Prepare or direct preparation of reports, statistics, surveys, news releases and summaries of Department activities.
- Assess community health care needs to develop, implement and/or alter health programs. Evaluate existing programs.
- Maintain knowledge of current Ordinances, Statutes, laws and rules and regulations regarding Department programs and activities.
- Act as local health officer in enforcing public health laws as defined by statute and ordinance according to State and local regulations.
- Plan for and respond to Public Health Emergencies.



**SECTION 3 - COMPETENCIES, KNOWLEDGE, SKILLS AND ABILITIES**

Identify any software, technology, equipment or machinery utilized on a regular basis in order to perform the functions of the job:  
 Competent in the use of an office computer, laptop, iPhone, iPad, copy machine, fax, 800 mhz radio  
 Competent in City and PH related software: Microsoft Office Suite (Windows, Word, Excel, Outlook, and Calendaring), WEDSS, WIR, Rosie, HealthSpace, Epi-X, Everbridge, SharePoint, GAC, WI-Trac, E-Sponder, NovaTime, etc  
 Competent in the set-up, monitoring and maintenance of vaccine alarm systems, use of AED,

*If checked the following are applicable to the position:*  maintains the ability to competently and credibly testify in court;  maintains ability to lawfully operate designated motor vehicles at all times when driving duties are performed;  maintains the ability to travel throughout and enter all different properties in the jurisdiction

List the desired knowledge, skills, and abilities needed to be successful in performing the position (e.g., knowledge of local government organization and administration; skill in listening, critical thinking, problem analysis and problem-solving; ability to quickly adapt and learn specialized software systems and databases)

**Job Specific**

**SECTION 4 - JUDGMENTS / DECISION-MAKING**

Five of the most typical judgments/decisions made in performing the job as well as the solutions to these problems, and the resource, input or guidance others provide in arriving at the decision. Who reviews, if anyone.

Typical Problems/Challenges	Possible Solution(s) to Problem/Challenge	Resources Available and/or Used	Job Title of Who Reviews
Budgetary (City and grants) Decisions	Quality Improvement Activities Grant Applications		Mayor
Enforcement of ordinance and law	Updating ordinance, on advisory committees, information to elected officials		City Attorney, State officials
Communicable Disease Outbreaks	Increased restaurant inspections, education for residents		City Attorney, State officials
Human Health Hazards	Policy development, resource allocation, education		City Attorney, State officials

**SECTION 5 - WORKING RELATIONSHIPS / INTERACTIONS / CONTACTS** Typical work relationships with persons inside or outside of the City of West Allis.

Title of individuals with whom this position typically interacts

Interaction Description.

Why is it necessary?

Internal:

All City Departments and Elected Officials

Meetings, joint inspections, consult,

Information sharing, joint work on projects/issues, coordination, legal enforcements

Boards: Board of Health Commission on Aging Appeal Board	Telephone, meetings, written communication	Advisory to the Departments
Medical Advisor	Telephone	Medical orders, Consult, Policy and Procedure review
<b>External:</b>		
Healthcare Providers	Telephone, meetings, written communication	Communicable disease surveillance and control Coordination of care
Community Partners (Schools, Clergy, non-profits, businesses, etc)	Telephone, meetings, written communications	Surveillance and provision of services to meet the needs of residents
State and Federal Agencies (DHS, DTCAP, DSPS, DNR, MMMSD, MADACC, etc)	Telephone, meetings, written communications	Communicable disease surveillance and control Enforcement of regulations, ordinances and law Advisory Committees
Media	Interviews, telephone, written communication	Provide information to the public
Academic Institutions	Telephone, meetings, written communications	Provide student experiences and workforce development Research Learning Collaboratives and Grants
Emergency Management Organizations	Telephone, meetings, written communications	Coordination of emergency response activities
<b>SECTION 6 - EDUCATION, EXPERIENCE, CERTIFICATION, LICENSURE, TRAINING REQUIRED<sup>2</sup></b>		
<b>Education</b>	<input type="checkbox"/> Less than High School <input type="checkbox"/> High School/GED <input type="checkbox"/> One Year Certificate <input type="checkbox"/> Associate's Degree <input type="checkbox"/> Bachelor's Degree <input checked="" type="checkbox"/> Master's Degree <input type="checkbox"/> Professional Degree (Engineering, Law, Library, Medicine Nursing, etc.) Field of Study: public health, public administration, health administration or similar field Additional Information (e.g. specific coursework, etc.):	
<b>Experience</b>	Describe Specifics regarding required experience (e.g. 5 total years of customer service experience 2 of which were in a supervisory capacity): <input type="checkbox"/> No Experience <input type="checkbox"/> < 2 yr. <input type="checkbox"/> 2 to 3 yrs. <input checked="" type="checkbox"/> 4 to 5 yrs. <input type="checkbox"/> 6 to 7 yrs. <input type="checkbox"/> 8 to 9 yrs. <input type="checkbox"/> 10 to 11 yrs. <input type="checkbox"/> ≥ 12 yrs.	
<b>Required Certification/Licensure/Training<sup>3</sup></b>	<b>How Attained/Provided</b>	<b>Required Upon Hire?</b>
Health Care CPR	Classroom/Testing	Y
Bloodborne Pathogen and Fit Testing for N-95 Respirator	Classroom/Testing	Y
Emergency Response Training (ICS 100, 200, 300, 400, 700 & 800)	Online/Classroom/Testing	Y
Valid State of WI Driver's License	Testing	Y
CVMIC – Certificate in Mgmt/Supervision or equivalent	Training sessions through CVMIC or other approved agency	No
Describe any current practices as it relates to licensure or certification (e.g. extra pay for certification, employer payment for obtaining or renewing, etc.): The City of West Allis will pay for certifications directly related to job duties. City pays renewal cost for professional license		
<b>SECTION 7 - SUPERVISION / MANAGEMENT</b>		
	<b>May Obtain After Hire?</b>	Yes, within 2 years of appointment

<sup>2</sup> Equivalencies are used where deemed appropriate with regard to education and experience requirements. Combinations of education and experience which are likely to lead to success with essential duties and responsibilities are considered. Generally 2 years of relevant experience may be substituted for each year of education. This does not apply to required professional degrees, licensures, or certifications (e.g., juris doctorate, public health nurse, etc.). If Equivalency was indicated for Educational requirements, it should be taken into consideration when determining work experience requirements.

<sup>3</sup> Including but not limited to: valid WI Driver's License, valid WI Commercial Driver's License (CDL), confined space training, blood borne pathogen training, etc.



- A. Supervision Received by this position upon successful completion of a training period:
- Close Supervision:** Assigned duties according to specified procedures and receives detailed instructions. Work is checked frequently.
  - Supervision:** Performs a variety of routine work within established policies and procedures, and receives detailed instructions on new projects and assignments.
  - General Supervision:** Normally receives little instruction on day-to-day work and receives general instructions on new assignments.
  - Direction:** Establishes methods and procedures for attaining specific goals and objectives, and receives guidance in terms of broad goals. Only the final results of work are typically reviewed.
  - General Direction:** Exercises wide latitude in determining objectives and approaches to critical assignments.
- B. **Type of Responsibility/Area of Action performed by this position:**

	Yes	No	Provides Input
<b>Screen / Interview Applicants</b>	X		
<b>Hire / Promote Employees</b>	X		
<b>Provide Written/Verbal Warnings</b>	X		
<b>Suspend Employees</b>	X		
<b>Terminate Employees</b>	X		
<b>Prepare Work Schedules For Others</b>	X		
<b>Project Management</b>	X		
<b>Provide Work Direction For Others</b>	X		
<b>Evaluate Performance Of Others</b>	X		
<b>Counsel Employees</b>	X		
<b>Train Employees (As Part Of The Normal Duties Of The Job)</b>	X		
<b>Approve Overtime</b>	X		
<b>Approve Time Off Request For Others</b>	X		
<b>Develop / Implement Policies</b>	X		
<b>Do you directly supervise any employees?</b>	X		
<i>If yes, please list the number of FTEs and job titles of those employees below:</i>			
<b>Direct supervision<sup>4</sup> of any employees:</b>	<b>Number of FTEs and job titles of those employees listed below:</b>		
	<b>Job Title</b>	<b># of FTEs</b>	
	Director of Community Health Services	1.0	
	Supervisor of Administrative Services	1.0	
	WIC Program Director/Project Nutritionist	1.0	
	Senior Center Director	1.0	
	Community Health Education Coordinator	1.0	
	Environmentalists (I, II, III)	3.0	

<sup>4</sup> Section 111.70 (1)(o) Wis. Stats. defines a **supervisor** as "...any individual who has authority, in the interest of the municipal employer, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other employees, or to adjust their grievances or effectively to recommend such action, if in connection with the foregoing the exercise of such authority is not of a merely routine or clerical nature, but requires the use of independent judgment."



Sitting - Remaining in a seated position. X  
 Standing/Walking - Standing is to remain on one's feet in an upright position at a workstation without moving about. Walking is to move about on foot. X  
 Stopping - Bending the body downward and forward by bending the spine at the waist - requiring full use of the lower extremities and back muscles. X

**Possess the capacity to effectively and efficiently work within the following conditions -**

Indoor/Office Work Environment	Never	Seldom	Occasional	Frequent	Constant
Outdoor Work Environment Extreme Hot/Cold Temperatures (>90 degrees / <40 degrees)			X	X	
Insects		X			
Rodents		X			
Exposure to Various Lighting Conditions (High, Low, LED, etc.)		X			
Noise >85dB (e.g. mower, heavy traffic, milling machine, etc.)			X	X	
Outdoor Weather Conditions (Dry/Wet/Slippery)			X		
Hazardous Fumes or Odors / Toxic Chemicals			X		
Confined Spaces (as Identified by OSHA)			X		
Close Proximity to Moving Machinery / Equipment			X		
Bodily Fluids / Communicable Diseases			X		
Working Alongside Moving Traffic on Roads			X		
Electrical Hazards		X			
Vibrations		X			
Dust		X			

Interact with persons of various social, cultural, economic, personal hygiene standards, mental capacities, and educational backgrounds. X

Other: X

Tools Used (add as needed)	Level of Proficiency <sup>6</sup> if applicable	Never	Seldom	Occasional	Frequent	Constant
Office Equipment: Desktop Computer, Copier, Phone, Fax, Scanner, etc.	<input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input checked="" type="checkbox"/> Advanced <input type="checkbox"/> Expert					
Field Technology: iPad/Laptop/Smartphone	<input type="checkbox"/> Basic <input checked="" type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert					
Microsoft Outlook	<input type="checkbox"/> Basic <input checked="" type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert					
Microsoft Word	<input type="checkbox"/> Basic <input checked="" type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert					
Microsoft Excel	<input checked="" type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert					
Microsoft Access	<input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input checked="" type="checkbox"/> Advanced <input type="checkbox"/> Expert					
Microsoft PowerPoint	<input checked="" type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert					
Adobe Acrobat Professional	<input type="checkbox"/> Basic <input checked="" type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert					
Legistar/Granicus	<input checked="" type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert					
BP Logix	<input checked="" type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert					
Novatime	<input type="checkbox"/> Basic <input checked="" type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert					
HTE/Sungard	<input type="checkbox"/> Basic <input checked="" type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert					
Assetworks	<input type="checkbox"/> Basic <input checked="" type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert					
General Code	<input type="checkbox"/> Basic <input checked="" type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert					
GIS	<input type="checkbox"/> Basic <input checked="" type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert					
GPS software and reporting	<input type="checkbox"/> Basic <input checked="" type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert					
Civic Ready	<input type="checkbox"/> Basic <input checked="" type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert					
Docuware (Document Management System)	<input type="checkbox"/> Basic <input checked="" type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert					
Neogov (Insight, Perform)	<input type="checkbox"/> Basic <input checked="" type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert					
CivicPlus (Internet, Intranet CMS)	<input type="checkbox"/> Basic <input checked="" type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert					
Internet	<input type="checkbox"/> Basic <input checked="" type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert					
Personal Vehicle	Maintain Wisconsin Driver's License.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				

<sup>6</sup> Basic – Fundamental knowledge of common usage; Intermediate – able to perform independently with occasional guidance a majority of tasks related to position, utilizes tools in the most efficient and effective manner on a regular basis; Advanced – able to perform independently all tasks related to position, constantly utilizes tools in the most efficient and effective manner; able to implement and make suggestions on how the tools could improve processes and productivity; Expert – Recognized Authority, Go to person, able to teach others

City Vehicle

Maintain Wisconsin Driver's License.

Yes  No

Basic  Intermediate  Advanced  Expert  
 Basic  Intermediate  Advanced  Expert

**Section 9 - Additional Comments**

Any additional information:

The City of West Allis is an Equal Opportunity/Affirmative Action Employer and does not discriminate against individuals on the basis of race, color, religion, age, marital or veterans' status, sex, national origin, disability, or any other legally protected status in the admission or access to, or treatment or employment in, its services, programs or activities. Upon reasonable notice the City will furnish appropriate auxiliary aids and services when necessary to afford individuals with disabilities an equal opportunity to participate in and to enjoy the benefits of a service, program or activity provided by the City. It is the policy of the City of West Allis to provide language access services to populations of persons with Limited English Proficiency (LEP) who are eligible to be served or likely to be directly affected by our programs. Such services will be focused on providing meaningful access to our programs, services and/or benefits.

This JDQ has been prepared to assist in defining job responsibilities, physical demands, and skills needed. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. I understand that the City retains and reserves any or all rights to change, modify, amend, add to or delete from, any section of this document as it deems, in its judgment, to be proper.

EMPLOYEE: \_\_\_\_\_ DATE: \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_ DATE: \_\_\_\_\_

DEPT. HEAD: \_\_\_\_\_ DATE: \_\_\_\_\_ HR REP: \_\_\_\_\_ DATE: \_\_\_\_\_