



JOB DESCRIPTION QUESTIONNAIRE (JDQ)

SECTION 1 - DEMOGRAPHIC INFORMATION

Class Title	Assistant City Administrator/Talent and Organizational Effectiveness Director	Department	Administration	Division	Administrator
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			Work Location	<input checked="" type="checkbox"/> City Hall <input type="checkbox"/> Fire <input 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	Salary Grade -	FLSA Code:	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt	
	<i>Asst City Adm/HR Director</i>				

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

A forward-thinking, high-impact, low-ego servant leader motivated by the advancement of the City and high-quality, cost effective service delivery for the citizens of the City of West Allis; Acts in the capacity of City Administrator in their absence; Assumes management responsibility for assigned function and services of the City including overseeing of assigned departments; Serves as the Human Resources Director for the City; Participates in the development of the city’s operating and capital improvement, and enterprise budgets; Oversees and implements a variety of special projects; Assists the City Administrator in the coordination of interdepartmental activities; Collaborates in the development and implementation of City policies & procedures.

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
Expected Work Hours	<input 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 ¹ <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: Regular attendance is an essential function of this job to ensure continuity of service delivery.		
Daily Direction of the City - Communicates and Demonstrates Support and Implements initiatives that accomplish for the City’s Strategic Plan, Mission, Vision, Core Values and Competencies - Communicates and Interacts with Elected and Appointed Officials, Boards, Commissions, Employees, Citizens, Business Owners and Visitors - Works cooperatively with City Administrator and other Executive Leadership Team Members to ensure effective coordination and cooperation among departments in meeting the common goal of providing high quality services - Support a culture of innovation and continuous improvement through the utilization of continuous improvement techniques, process improvement and technological competencies - Designs, develops, and implements enterprise change management and continuous improvement programs in collaboration		Daily (D)	15%

¹ 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.

<p>aligned with Common Council initiatives and in collaboration with affected departments</p> <p>Administrative Support</p> <ul style="list-style-type: none"> - Works with the City Administrator to align, coordinate, and direct interdepartmental efforts based on the direction and policy set by the Common Council - Assists City Administrator in researching, analyzing, writing policy documents and position papers, developing and implementing organizational projects, issues, structures, programs and procedures - Initiates action to improve departmental and City operations, employee performance, morale and work methods - Researches topics, collects data, collates information, prepares reports and presents findings to City Administrator and other parties as directed - Attends various meetings on behalf of the City Administrator - Assists in planning and coordinating preparation of annual budget - May serve as Acting City Administrator in City Administrator's absence 	<p>Daily (D)</p>	<p>40%</p>
<p>Human Resources Administration</p> <ul style="list-style-type: none"> - Assesses business needs in the areas of engagement, culture initiatives, performance management, and change management in collaboration with stakeholders; compile, analyze and report on talent and organization data, both Click here to enter text. qualitative and quantitative to surface needs and trends; provide customized solutions that support the achievement of business goals and objectives. - Leads performance management process, ensure the process is used in a manner which provides high-quality, cost effective service delivery, identify and manage risks, and effect organizational change - Ensures proper employee selection, counseling, development, mentoring and evaluation of staff to achieve a collaborative culture consistent with the City's mission, vision and values - Creates superior work culture through an emphasis on training and mentoring to develop leadership, management and technical skills in all employees - Oversees the development of human resource programs and policies, and their implementation and interpretation consistent with organizational objectives and governing federal, state and local laws, ordinances, rules and regulations, and best practices - Conducts and oversees investigations of employee complaints/issues including but not limited to those in violation of existing City Policy and/or ordinances as well as ERD/EEO complaints of harassment - Assists leaders, managers and employees with issues of concern; conducts evaluations, and provides guidance and support as needed - Serves as City's liaison with providers of various human-resources related services and consultants - Attends grievance or disciplinary meetings or hearings as needed - Conducts periodic training and information sessions for employees regarding changes in policies, procedures and pertinent regulations - Meets with individual employees to hear and respond to concerns, questions, complaints regarding the City's policies, procedures, administration or management - Serves as administration representative to Civil Service Commission and other boards or commissions as assigned - Collaborates with City Administrator and Finance Director to ensure effective compensation and benefits administration - Serves as labor negotiator; recommends and secures Council authorization for negotiating parameters; provides analysis on negotiation issues and makes recommendations to Council; devises negotiation goals and strategies; prepares bargaining proposals; trends external comparable data; develops and/or authorizes MOU's and side letters of agreement; represents City and assists and collaborates with legal counsel in grievance/contract mediation/arbitration - Collaborates with the City Administrator to execute the city's safety and risk management program 	<p>Daily (D)</p>	<p>40%</p>
<p>And other duties that from time to time may be required and assigned.</p>	<p>As Needed (N)</p>	<p>5</p>

SECTION 3 - COMPETENCIES, KNOWLEDGE, SKILLS AND ABILITIES

Accountable	Responsive to the community’s interests and needs; timely; dependable; consistent; answerable; effective in the use of resources; adheres to established policies and procedures as appropriate; able to justify decisions and actions.
Driven	Goal oriented, creative in problem solving; exhibits initiative: sets and pursues high standards; motivated to succeed.
Dedicated	Demonstrates service to others; is customer focused; displays cultural competency and professionalism.
Integrity	Sincere, honest, trustworthy, and ethical; models values and embodies competencies.
Technical	Has and grows knowledge and skill in area of expertise; is competent and proficient in the use of available technology); develops cross-functional skills.
United	Encourages and exemplifies teamwork, positive attitude, and emotional intelligence; is an effective communicator, tactful and diplomatic; mentors others; regularly gives and receives feedback.
Progressive	Strategic, innovative, skilled in change management and agile; challenges the status quo; explores and drives continuous improvement opportunities.
	<ul style="list-style-type: none"> ● Recommend changes in procedures and processes to improve efficiency; ● Support initiatives such as strategic planning, LEAN, and innovation; ● Maintain prompt, predictable, and regular physical attendance; ● Provide truthful and accurate written and verbal communications; ● Process the knowledge, skill and ability to meet physical demands and requirements, effectively function in the work environment and efficiently utilize the tools listed in Section 7 at the proficiency levels listed. <p><i>If checked the following are applicable to the position:</i> <input type="checkbox"/> maintains the ability to competently and credibly testify in court; <input type="checkbox"/> maintains ability to lawfully operate designated motor vehicles at all times when driving duties are performed; <input type="checkbox"/> maintains the ability to travel throughout and enter all different properties in the jurisdiction</p>

Job Specific

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)
Knowledge of municipal operations, finance, and services
Knowledge of local government practices and procedures in the State of Wisconsin
Knowledge of local, state and federal regulations
Knowledge of human resources policies/procedures, programs and professional standards
Skilled in leadership, collaboration, consensus building to accomplish desired outcomes
Demonstrated ability to lead and drive continuous improvement and organizational change
Demonstrated ability to communicate and present information in a concise, complete and understandable manner to variety of audiences and through a variety of methods
Proven ability to operate in a flexible, creative and forward thinking manner in a fast paced manner
Exceptional project management skills with an ability to work both independently and collaboratively to drive results
Demonstrated ability to proactively identify and suggest/implement strategies
Skilled in understanding complex requirements and ability to successfully execute in a high profile political environment
Demonstrated ability to investigate, analyze and effectively resolve problems and conflicts
Impeccable integrity and trust-worthiness
Ability to maintain confidentiality and handle sensitive issues with discretion and sound judgment
Ability to establish and maintain positive working relationships with elected officials, City Administrator, co-workers, subordinates and external stakeholders
Regular attendance is an essential function of this job to ensure continuity of service delivery.

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
Resistance to change, complacency, territorialism, emotional based decision making	Collaboration and Communication through multiple avenues, Education and Persistence	Elected Officials, Staff, Communication Media	City Administrator

Insufficient resources or resources which are not aligned for most effective/efficient for service delivery	Continuous Improvement Activities, Reallocation or Realignment of Resources	Elected Officials, Staff	City Administrator
Planning, coordinating, and implementing human resources programs in order to enhance existing programs and/or modify in accordance with administrative/Council directives, legal requirements, and/or best practices	Investigating/analyzing existing programs; researching options; consulting with peers/professional groups; utilizing available tools and resources; communicating effectively with all parties involved.	Knowledge and Experience, legal counsel, best practices	City Administrator
Financial Limitations	Review current funding structures and use of funds, look for savings or service revisions; apply for grant funding	Knowledge, experience, best practices	City Administrator
Interpretation of policies, procedures and laws	Review information, consult with legal counsel	City Policies and Procedures, Ordinances, State Statutes and Federal Law	City Administrator/Attorney

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?
Mayor/Elected Officials/City Administrator	Meetings, emails, phone calls, agendas, memos, reports	Communicate information, receive direction and feedback, provide clarification, answer questions
Department Heads and all employees	Meetings, emails, phone calls, office visits, memos	Share information, provide updates, notification of current initiatives, provide feedback, coordinate responses and action plans, mediation
Community Partners	Meetings, emails, phone calls, event participation	Collaboration and Good Will
Legal Counsel	Work collaboratively on city matters	Mitigate liabilities, ensure adherence to applicable laws and policies
City Boards/Commissions/Committees	Provide information, recommendations and strategic guidance	Share and provide information; answer questions
Consultants	Work collaboratively to accomplish desired direction	Ensure compliance and effective administration of programs
Union Representatives	Contract negotiations, grievances, mediation, arbitration activities	Negotiations and relations
State and Federal Agencies	Discussion and inquiries related to employment and benefit matters (e.g. WERC, ETF, ERD, DOL)	Adhere to laws/statutes/regulations; avoid litigation; seek guidance.
Public	Respond to inquiries, questions, and proactive communications	Public Relations

SECTION 6 - EDUCATION, EXPERIENCE, CERTIFICATION, LICENSURE, TRAINING REQUIRED²

Education	<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 checked="" type="checkbox"/> Bachelor's Degree <input checked="" type="checkbox"/> Master's Degree - Preferred <input type="checkbox"/> Professional Degree (Engineering, Law, Library, Medicine Nursing, etc.) Field of Study: Additional Information (e.g. specific coursework, etc.): Public Administration or local government concentration or Human Resources Management
Experience	<input type="checkbox"/> No Experience <input type="checkbox"/> < 2 yrs. <input type="checkbox"/> 2 to 3 yrs. <input type="checkbox"/> 4 to 5 yrs. <input type="checkbox"/> 6 to 7 yrs. <input type="checkbox"/> 8 to 9 yrs. <input checked="" type="checkbox"/> 10 to 11 yrs. <input type="checkbox"/> ≥ 12 yrs. Describe Specifics regarding required experience (e.g. 5 total years of customer service experience 2 of which were in a supervisory capacity): 10 + years working in a municipality of similar size with 1-3 years in like role at similarly sized municipality or a role with larger municipality which meets the desired KSA's of position, and with progressively increasing levels of responsibility and direct interaction with elected officials and senior leaders; 5 years of supervisory experience; preferred experience leading teams facilitating continuous improvement initiatives which require cross functional cooperation and high level of coordination; 5 years of municipal budgeting experience; 2+ years research and program development/improvement

Required Certification/Licensure/Training ³	How Attained/Provided	Required Upon Hire?	May Obtain After Hire?
Certified Public Manager		Preferred	

² 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.

³ 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.

National Incident Management System's (NIMS) ICS-100 and 700 training	Provided by City		X (within 6 months)
Lean/Six Sigma Training, Preferred	Provided by City	Preferred	X

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.

List preferred Education, Experience, Certification, Licensure or Training –

SECTION 7 - SUPERVISION / MANAGEMENT

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
Screen / Interview Applicants	X		
Hire / Promote Employees	X		
Provide Written/Verbal Warnings	X		
Suspend Employees	X		
Terminate Employees	X		
Prepare Work Schedules For Others	X		
Project Management	X		
Provide Work Direction For Others	X		
Evaluate Performance Of Others	X		
Counsel Employees	X		
Train Employees (As Part Of The Normal Duties Of The Job)	X		
Approve Overtime	X		
Approve Time Off Request For Others	X		
Develop / Implement Policies	X		

Direct supervision⁴ of any employees. Number of FTEs and job titles of those employees listed below:

Job Title	# of FTEs
HR Generalist	2
HR Specialist	2
Safety and Training Coordinator	1
Department Heads	4

SECTION 8 - PHYSICAL DEMANDS⁵ AND REQUIREMENTS /WORK ENVIRONMENT/TOOLS

N=Never (0 minutes per day) **S**=Seldom (1 to 5% of time, 1-25 Minutes a Day) **O**=Occasional (5 to 33% of time, 26 minutes to 2.5 hours per day)
F=Frequent (34 to 66% of time, 2.6 – 5.25 hours per day) **C**=Constant (67 to 100% of time, 5.26 and above hours per day)

Possess the physical capacity to perform the duties of the position including, but not limited to –	Never	Seldom	Occasional	Frequent	Constant
Carry/Lift/Lower/Push/Pull Objects or Materials of 10 - 50 Pounds				x	
Carry/Lift/Push/Pull Objects or Materials of > 50 Pounds; Handle Odd Objects		x			
Alternate Sit/Stand or Walk at Will - The ability to alternate between sitting and standing is present when a worker has the flexibility to choose between sitting or standing as needed when this need cannot be accommodated by scheduled breaks and/or lunch period.			x		
Climbing Ramps/Stairs - Ascending or descending ramps and/or stairs using feet and legs. Hands and arms may be used for balance (e.g., to			x		

⁴ 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."

⁵ <https://www.bls.gov/ncs/ors/physical.htm>

hold a railing).					
Climbing Ladders/Ropes/Scaffolding - Ascending or descending ladders, scaffolding, ropes, poles and the like using feet/legs and/or hands/arms.		x			
Communicating Verbally - Expressing or exchanging ideas by means of the spoken word to impart oral information to clients or the public and to convey detailed spoken instructions to other workers accurately, loudly, or quickly.					x
Crawling - Moving about on hands and knees or hands and feet.		x			
Crouching - Bending body downward and forward by bending legs and spine.		x			
Far Visual Acuity - Clarity of vision at 20 feet or more. This is not just the ability to see a person or object, but the ability to recognize features as well.				x	
Fine Manipulation - Picking, pinching, or otherwise working primarily with fingers rather than the whole hand or arm as in gross manipulation.					x
Foot/Leg Controls - Use of one or both feet or legs to move controls on machinery or equipment. Controls include, but are not limited to, pedals, buttons, levers, and cranks.			x		
Gross Manipulation - seizing, holding, grasping, turning, or otherwise working with hand(s). Note: Fingers are involved only to the extent that they are an extension of the hand.		x			
Hearing Requirements					
The ability to hear, understand, and distinguish speech and/or other sounds (e.g., machinery alarms, medical codes/alarms). A yes or no answer is captured for each of the five hearing requirements listed:					
One-on-one (in person)					yes
Group or conference (in person)					yes
Telephone					yes
Other sounds					yes
Passing of hearing test required					no
Keyboarding - Entering text or data into a computer or other machine by means of a keyboard. Devices include traditional keyboard, tablet, 10 key pad, touch screen, smart phone, etc.					x
Kneeling - Bending legs at knees to come to rest on knee(s)		x			
Lifting/Carrying - Lifting is to raise or lower an object from one level to another (includes upward pulling). Carrying is to transport an object – usually by holding it in the hands or arms, but may occur on the shoulder.		x			
Near Visual Acuity - Clarity of vision at approximately 20 inches or less (i.e., working with small objects or reading small print), including use of computers					x
Peripheral Vision - Observing an area that can be seen up and down or to right or left while eyes are fixed on a given point.			x		
Pushing/Pulling - Pushing/pulling may involve use of hands/arms, feet/legs, and/or feet only done with one side of the body or both sides. Pushing - Exerting force upon an object so that the object moves toward the force; Pulling - Exerting force upon an object so that the object moves away from the force		x			
Reaching At/Below Shoulder Level - Extending hand and arms from 0 up to 150 degrees in a vertical arc. Reaching requires the straightening and extension of the arm and elbow and the engagement of the shoulder. The elbow does not need to be locked at any time and the arm does not need to remain in a continuously straight position.		x			
Reaching Overhead - Extending hands and arms in a 150 to 180 degrees vertical arc. Reaching requires the straightening and extension of the arm and elbow and the engagement of the shoulder. The elbow does not need to be locked at any time and the arm does not need to remain in a continuously straight position.		x			
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		
Stooping - 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 with/in the following conditions -	Never	Seldom	Occasional	Frequent	Constant
Indoor/Office Work Environment					x
Outdoor Work Environment Extreme Hot/Cold Temperatures (>90 degrees / <40 degrees)			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			
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:						
Tools Used (add as needed)	Level of Proficiency⁶ 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 type="checkbox"/> Advanced <input checked="" type="checkbox"/> Expert					x
Field Technology: Ipad/Laptop/Smartphone	<input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input checked="" type="checkbox"/> Expert				x	
Microsoft Outlook	<input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input checked="" type="checkbox"/> Expert					x
Microsoft Word	<input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input checked="" type="checkbox"/> Expert					x
Microsoft Excel	<input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input checked="" type="checkbox"/> Expert					x
Microsoft Access	<input checked="" type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert			x		
Microsoft PowerPoint	<input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input checked="" type="checkbox"/> Advanced <input type="checkbox"/> Expert				x	
Adobe Acrobat Professional	<input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input checked="" type="checkbox"/> Advanced <input type="checkbox"/> Expert			x		
Legistar/Granicus	<input type="checkbox"/> Basic <input checked="" type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert				x	
BP Logix	<input checked="" type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert		x			
Novatime	<input type="checkbox"/> Basic <input checked="" type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert				x	
HTE/Sungard	<input type="checkbox"/> Basic <input checked="" type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert				x	
Assetworks	<input type="checkbox"/> Basic <input checked="" type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert				x	
General Code	<input type="checkbox"/> Basic <input checked="" type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert				x	
GIS	<input type="checkbox"/> Basic <input checked="" type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert			x		
GPS software and reporting	<input type="checkbox"/> Basic <input checked="" type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert			x		
Civic Ready	<input type="checkbox"/> Basic <input checked="" type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert			x		
Docuware (Document Management System)	<input type="checkbox"/> Basic <input checked="" type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert			x		
Neogov (Insight, Perform)	<input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input checked="" type="checkbox"/> Expert				x	
CivicPlus (Internet, Intranet CMS)	<input checked="" type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert			x		
Internet	<input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input checked="" type="checkbox"/> Advanced <input type="checkbox"/> Expert				x	
Personal Vehicle	Maintain Wisconsin Driver's License.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
City Vehicle	Maintain Wisconsin Driver's License.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				

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: _____

⁶ 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