



JOB DESCRIPTION QUESTIONNAIRE (JDQ)

SECTION 1 - DEMOGRAPHIC INFORMATION

Class Title	Public Health Nurse	Department	Health	Division	Community Health Services
Classification per 2.76 RMC	<input type="checkbox"/> Executive (City Officer or Department Head) <input type="checkbox"/> Managerial Service <input type="checkbox"/> Deputy/Assistant Service <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Professional <input type="checkbox"/> Confidential <input type="checkbox"/> General Employee			Work Location	<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	Deputy Health Commissioner		
HR Only	Working Title	Salary Grade -	FLSA Code:	<input type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt	

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

A City of West Allis Public Health Nurse is responsible for communicable disease control and clinical services such as immunizations, TB skin testing and blood pressure screenings; as well as, caseload management for prenatal care coordination, lead poisoned children, adult health and other home visiting services through assessment, health education/counseling, and referral assistance. A Public Health Nurse acts as a primary point of contact for resources for the public and community stakeholders and exercises mature judgement, acts with integrity and exhibits professional and ethical interactions with a diverse population of clients. They recommend and assist in developing and maintaining nursing programs and provide input with the operations of the program, reviewing contracts, updating policies/procedures, submitting required reports, etc. Additionally, the Public Health Nurse plans and participates in community events and activities that supports health department goals and initiatives as well as fosters collaborative community partner relationships. The field of work is constantly changing to meet the needs of health department clients and ensure that nursing services are held to a high standard.

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 checked="" type="checkbox"/> Normal Business Hours (M-F, 8:00 am-5:00 pm); but may work alternative schedules as required <input checked="" type="checkbox"/> Full-time salaried position ¹ <input checked="" 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.		
Caseload management (individual, family, population based): <ul style="list-style-type: none"> Independently and confidently assumes case management of a client or population based (e.g. schools) caseload across the lifespan including complex or more intense cases in a culturally competent manner. Case referral are within the Foundations of Public Health (Access to & Linkages with Clinical Care; Communicable Disease; Chronic Disease & Injury Prevention; Environmental; Maternal-Child-Family. Provide assessment, health education/counseling, and referral assistance. Purpose of caseload management is to promote 	D	40%

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.

and maintain the health of an individual, family, population group, and community for health status improvement.

- Make referrals to other WAHD Divisions, City Departments or community agencies as needed and work collaboratively; may function as the lead resource professional on case
- Has considerable to proficient knowledge of principles of public including epidemiology; communicable diseases, surveillance, transmission and reduction of disease spread; maternal-child-family-adult health principles; environmental topics such as lead, CO poisoning; chronic disease and injury prevention; access and linkages to clinical care that demonstrates expertise with managing a caseload
- Exercises mature judgement, acts with integrity; professional and ethical interactions with a diverse population of clients

Specific examples within the Foundations of Public Health

Access to & Linkages with Clinical Care:

- Work collaboratively with resources such as approved interpreter services, Promotoras (Spanish Community Health Workers) to appropriate culturally competent and linguistically services with case management
- Participate in outreach to our clinic/medical surveillance sites to assure proper communicable disease reporting, inform of new public health initiatives
- Knowledge of resources for free and low cost medical services for clients with no or inadequate health insurance and process for assisting client with access to health insurance and other basic needs.

Communicable Disease:

- Follow-up and case management on reportable communicable diseases (mandated function of public health) including active tuberculosis cases for individual and outbreak situations that include counseling, ensuring treatment, dispensing tuberculosis medications and/or exclusion or quarantine per recommendations, surveillance, and reduction of disease spread in community. Able to confidently and proficiently manage complex cases
- Collect biological specimens according to lab guidance.
- Aware of need for and responds appropriately with disease exposure notices and exclusion recommendations based on State DOH guidelines, Wisconsin Statutes and laws.
- Participate in immunization clinics that includes:
 - Client education, immunization, documentation, monitoring vaccine inventory; assure cold chain storage of vaccines including vaccine transfer and off-site clinics,
 - Respond to emergency situations (fainting, adverse reaction)
- Works with Deputy Health Commissioner, Health Commissioner and State Communicable Disease Epidemiologists with new, unusual and emerging diseases on established follow-up and surveillance guidelines.

Chronic Disease & Injury Prevention:

- Case management to individuals and families in a variety of Chronic Disease & Injury Prevention CHS programs.
- Programs include but not limited to: Safe Kids, Safe Sleep, Adult Health referrals including those with chronic diseases such as cardiac, metabolic, AODA, and mental health concerns.

Environmental:

- Case management of individuals and families in a variety of Environmental CHS programs.
- Programs include but not limited to: Childhood Lead Poisoning Prevention (mandated service), Healthy Homes, and Human Health Hazards.

Maternal-Child-Family:

- Case management to individuals and families in a variety of maternal-child- family programs. Interactions can occur at the client's home, WAHD clinic, school, community or via telephone contacts.
- Programs include but not limited to: Prenatal Care Coordination, Stork's Nest, Childcare Coordination, First Breath, Newborn/Postpartum Visits, Fatherhood Initiative, School Health

Clinical Services:

- Clinical services include: Immunizations, TB skin test, blood pressure screening and pregnancy testing. Subject to change as services are assessed.
- Prepare clinic
- registers client and provide education on recommended vaccinations; provide vaccines; document vaccine administration; maintain accurate records in WIR; monitor vaccine inventory, issuing requests for more vaccine and supplies for the clinic, interagency vaccine transfers, respond to emergency situations when client faints or has adverse reaction to vaccinations per

D	10%

policy; assure cold-chain storage of vaccines including vaccine transfers and off-site clinics.

Program Administration:

- Policy, procedure, and form review and development
- Data collection, analysis, program and performance measures
- Program evaluation
- Generate reports
- Knowledge of program specific software program and/or equipment
- Attends related meetings, workgroups, and coalitions
- Provides program updates to public health nurse staff and additional staff involved with program
- Demonstrates ability to utilize quality improvement principals, methods and tools to analyze and improve program effectiveness and efficiency processes
- Demonstrates the use of a health equity lens with program planning and evaluation; policy review and development

W

20%

Nurse of the Day:

- Knowledge of and confident in day-to-day divisional and typical departmental operations
- Effective problem solver; able to handle more difficult situations and conflict resolution; knows when to report situations to Deputy
- Remains calm in stressful situations
- Responsibilities include but not limited to:
 - Assign individual client referrals other than communicable disease referrals
 - Provide health information, community resource assistance and accept referrals from public or community partners
 - Assist walk-in clients and responding to same day WIC clinic client referrals
 - WEDSS staging and assign communicable disease referrals
 - Make appointments for immunization clinics and other PHN services
 - Assure cold chain vaccine temperature storage and handling that includes vaccine temperature monitoring and accepting new vaccine deliveries
 - Screenings for blood pressure, pregnancy testing and head lice checks
 - Provide TB skin tests, read results and provide recommended follow up on positive screenings

D

10%

Participation on meetings, committees and workgroups:

- Participate on internal or external meetings, committees, workgroups, collaborations and coalitions involving community members and community partners.
- Positive representative of City and Health Department
- Experience with group processes
- Knowledge of promising, best and evidence based practices
- Plan and participate in community events and activities that supports health department program services and initiatives and fosters collaborative community partner relationships
- Assist with planning, data collection, generating reports and carrying out strategies for Community Health Assessment (CHA), Community Health Improvement Plan (CHIP), Performance Management, Quality Improvement, Accreditation
- Provides input on Health Department's Strategic Plan

W/M

10%

Professional development:

- Attends all mandatory trainings
- Completes all required self-assessments and results used as input for own development plan
- Assumes responsibility for own professional growth based on development plan- able to identify own goals and challenging areas for growth
- Self-motivated and directed
- Active learner
- Reports to staff on knowledge gained from trainings that will assist colleagues and provides direction on how to implement knowledge to improve divisional services

M

7%

Emergency Preparedness activities:

Q

3%

- Actively participate in internal and external emergency preparedness trainings and drills for mass clinics and emergency situations.

SECTION 3 - COMPETENCIES, KNOWLEDGE, SKILLS AND ABILITIES

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

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)

Competent in the use of City and PH related software: MS Office Suite (Windows, Word, Excel, Outlook, Calendar)

Desk computer, fax, copier, scanner, multi-line phone system, cell phone, tablet, DVD player, laptop computer; projector and screen

Provisions Software Expressions (our electronic health records)

Wisconsin Immunization Registry (WIR), SPHERE, Wisconsin Electronic Disease Surveillance System (WEDSS), Wisconsin Blood Lead Registry (WBLR); Healthy Homes Lead Prevention Surveillance System (HHLPPSS)

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
<p>Trouble-shooting issues that arise while Nurse of the Day.</p>	<p>Solutions vary depending on the situation. Referring to policies and procedures of the Health Department, calling State authorities for guidance, calling WAPD and/or WAFD for emergency assistance.</p>	<p>WAHD Immunization Policy and Procedure Manual State Epidemiologists, WAPD, WAFD, 211 Impact, Bureau of Child Welfare, Department on Aging, Mobile Urgent Treatment Team (Mental Health), Wisconsin Department of Health Services, (again-it depends on the situation).</p>	<p>Deputy Health Commissioner</p>
<p>Determining what immunizations are needed for children or adults who are behind on their regular immunization schedule and also determining what immunizations can be provided by the VFC Program for adults.</p>	<p>Solutions vary depending on the situation and how many immunizations the client wants at one visit, or their ability to make subsequent visits.</p>	<p>Wisconsin Immunization Registry, WAHD Immunization Policy and Procedure Manual, Vaccines for Children (VFC) guidelines, Advisory Committee on Immunization Practices, the Wisconsin Department of Health Services, and Lead Public Health Nurse</p>	<p>Deputy Health Commissioner</p>
<p>City and sometimes non-residents who call in or walk-in to the WAHD with any variety of problems, needing resources, recommendations or medical attention.</p>	<p>Solutions vary depending on the situation. Sometimes the situation requires a physician referral, resources on how to obtain health insurance, information on clinics with sliding scale fees, and various community resources and programs. Referring non-residents to their local health department or local resources.</p>	<p>Personal nursing assessment skills are required to determine the most immediate or important need that a client has, various resources collected by the West Allis Health Department nurses, Community or County Programs and Resources, and Impact 211.</p>	<p>Deputy Health Commissioner</p>
<p>Determining the type of follow up needed for new or unusual communicable diseases that are reported to the WAHD.</p>	<p>Each communicable disease has its own questionnaire and follow up that needs to be done, lab samples may need to be collected and sent to the state. Coordination needs to be done with other health departments if the client lives or works in</p>	<p>Wisconsin Department of Health Services, Epinet, Control of Communicable Diseases Manual and the Policy and Procedure Manual.</p>	<p>Deputy Health Commissioner</p>

	another community, physicians, and other impacted agencies.		
Program management and caseload management, determining priorities and organizing work load.	Must determine what needs are the most important, what has to be done by a certain time or deadline, and determine how to best organize the work load for efficiency while still getting everything done that needs to be done. This includes scheduling meetings with clients and/or community partners.	Nursing assessment and judgment, personal organizational skills.	Deputy Health Commissioner
Computer/Printer problems	Problems arise with our computers or printers, which may impact timeliness of work. Assistance is needed to solve these problems.	IT department for computer issues, Impact for printer issues, or other co-workers	Deputy Health Commissioner

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?
Deputy Health Commissioner	Inquiry and advice related to the job.	Oversees the Public Health Nurses.
Public	Customer service, education, immunizations, etc.	The public is our main customer.
Public Health Nurses	Consultation on cases or programs.	Collaboration with other nurses in the Community Health Services department.
Environmentalists/Environmental Coordinators	Environmental concerns related to cases or phone calls from the public that come in to the health department.	Customers often have both health concerns and problems with their living environment that may need a consultation with an Environmentalist.
Health Educator	Collaboration on events.	Work with Health Educator for events both inside and outside of the Health Department.
Dental Hygienist	Collaboration regarding clients.	Many of our clients need dental referrals or assistance, and the nurse works with the hygienist to provide complete care to our clients.
WIC staff	Collaboration regarding clients and their appointments.	WIC staff helps refer clients to various programs provided by the health department nursing staff, often there needs to be collaboration regarding our clients so that we can both see clients when they come to the clinic.
Health Commissioner	Policies and procedures.	Approves policies and procedures of the WAHD.
Health Department Front Office Staff	Help with formatting computerized forms, finding files, and filing.	Front office staff takes phone calls and provides office duties for nursing staff.
Public Health Specialists	Collaboration and committee work.	They are experts on health department accreditation and various health department programs, functions, and grants.
Schools	Meeting with school leaders, school staff and district nurses.	Informing schools about the services the health department can provide to them, making sure school contact the public health nurse for any disease outbreak concerns, immunization issues, head lice and resources.
City of West Allis Employees	Face-to-face meetings, telephone calls or email to discuss employee/community needs.	To ensure continuity of care and resolution of issues.
Wisconsin Department of Health Services	Contacts through phone and email, occasional personal contact at seminars or meetings.	Nurses work closely with state employees on communicable diseases to make sure the correct follow up, care and education is done. Consultation for program management.
Medical Providers	Phone, fax, and email contact.	To ensure continuity of care.
Other Health Departments	Coordination of care.	Continuity of care for clients with issues reaching beyond our jurisdiction.
West Allis Police and Fire Department	Coordination of care and referrals.	Provide information to WAPD or WAFD regarding referrals that were given to the WAHD, joint visits with clients, and Police assistance to home visits when needed.
Community Partners	Committees, Programs and Task Forces.	To benefit our residents and Community Health Improvement Plan.
Department on Aging	Coordination of care and referrals.	Work jointly and individually on programs, services to provide options counseling and resources, and protect our aging residents.
Division of Milwaukee Child Protective Services	Coordination of care and referrals.	Work jointly and individually on referrals to protect our children.

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 type="checkbox"/> Master's Degree <input type="checkbox"/> Professional Degree (Engineering, Law, Library, Medicine Nursing, etc.) Field of Study: Additional Information (e.g. specific coursework, etc.):
Experience	<input type="checkbox"/> No Experience <input checked="" type="checkbox"/> < 2 yr. <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 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): One to two years of professional paid nursing experience (public health experience preferred) within the last 4 years.

Required Certification/Licensure/Training ³	How Attained/Provided	Required Upon Hire?	May Obtain After Hire?
Bachelor's degree in Nursing	Accredited school	Y	
State of Wisconsin Nursing License	WI state test	Y	
ICS 100, 200, and 700	Online courses and testing		Y
Bloodborne pathogens	Class and quiz		Y
Health Care CPR and AED	Classroom		Y

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 – Bachelor's Degree in Nursing

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 (self)	X		
Provide Work Direction For Others		X	
Evaluate Performance Of Others (Standardization)		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		

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.

Direct supervision⁴ of any employees.	Number of FTEs and job titles of those employees listed below:				X
Job Title		# of FTEs			
N/A					

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 hold a railing).			X		
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)				X	
Group or conference (in person)				X	
Telephone				X	
Other sounds				X	
Passing of hearing test required	X				
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 away from the force; Pulling - Exerting force upon an object so that the object moves toward 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			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>

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.						
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 checked="" type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert				X	
Field Technology: Ipad/Laptop/Smartphone	<input type="checkbox"/> Basic <input checked="" type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert		X			
Microsoft Outlook	<input type="checkbox"/> Basic <input checked="" type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert				X	
Microsoft Word	<input type="checkbox"/> Basic <input checked="" type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert				X	
Microsoft Excel	<input checked="" type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input 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 checked="" type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert			X		
Adobe Acrobat Professional	<input checked="" type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert			X		
Legistar/Granicus	<input checked="" type="checkbox"/> Basic <input 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 type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert	X				
Assetworks	<input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert	X				
General Code	<input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert			X		
GIS	<input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert		X			
GPS software and reporting	<input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert		X			
Civic Ready	<input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert		X			
Docuware (Document Management System)	<input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert	X				
Neogov (Insight, Perform)	<input type="checkbox"/> Basic <input checked="" type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert			X		

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

CivicPlus (Internet, Intranet CMS)	<input type="checkbox"/> Basic <input checked="" type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert			x		
Internet	<input type="checkbox"/> Basic <input checked="" type="checkbox"/> Intermediate <input 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 type="checkbox"/> Yes <input type="checkbox"/> No				
	<input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert					
	<input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert					

Section 9 - Additional Comments

PHN may be required to be on call and/or work nights or weekends for communicable disease referrals (category I) and dispensing medications to active tuberculosis cases or the event of emergency response.

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: _____