



JOB DESCRIPTION QUESTIONNAIRE (JDQ)

SECTION 1 - DEMOGRAPHIC INFORMATION

Class Title	Lead Public Health Nurse	Department	Health	Division	Comm & Env 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 checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt	
	Lead Public Health Nurse				

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

A Lead Public Health Nurse (PHN) is an advanced PHN who draws on experience, intuition, problem solving, and leadership skills to guide policy and practice. The Lead PHN assumes the same duties as a PHN Coordinator with additional responsibilities in day to day operational oversight, CHS project management, case assignment, staff scheduling and serves as the point of contact for CHS related updates and issues. A Lead PHN is able to navigate the public health system, uses an interdisciplinary approach, and is able to take on the expanded role beyond direct client care by providing general oversight and guidance to members of the PHN team.

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, 8:00am- 5:00pm); 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.		

CHS Division Leadership: <ul style="list-style-type: none"> Provides leadership to the Community Health Services team members through program/service coordination (including grants and projects) involving the day-to-day functions of current programs/services and/or development and implementation of new programs/projects that support the delivery of public health service to individuals, families and community Reports to and directly works with Deputy Health Commissioner Director of Community & Environmental Health Services on program coordination, input on program revision and approval on program changes Oversees development and delivery of Public Health Nursing programs and activities for individuals, community groups and the population that promote health and prevent disease Assures that the delivery of Public Health Nursing services is evidence-informed, best practice, and builds the scientific basis of public health. Evaluates outcomes of public health nursing interventions and works with staff and other agency team members to make 	D	30
--	---	----

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.

improvements as necessary.

- o Assumes a lead role in Quality Improvement and Performance Management activities related to program/project
- o Demonstrates ability to utilize quality improvement principals, methods and tools to analyze and improve program effectiveness and efficiency processes
- o Utilizes data for program improvement and shows initiative and innovation with utilization of best, promising and evidenced based practices
- Coordinates training and orientation for public health nursing staff, students and other department staff regarding public health nursing standards and practices.
- Develops and reviews policies, procedures, and forms
- Considerable knowledge of program specific software program and/or equipment
- Demonstrates the use of a health equity lens with program planning and evaluation; policy review and development
- Demonstrates knowledge and incorporates the related PHAB Accreditation measures related to responsible program area
- Vaccine inventory management to include serving on vaccine storage call-down list
- Routine monitoring and surveillance of communicable diseases
- Effective problem solver; able to handle more difficult situations and conflict resolution; knows when to report situations to Deputy Health Commissioner
- Remains calm in stressful situations

Project Management:

- Monitor CHS project plans and ensure projects are delivered on-time, and meet objectives/requirements
- Track project performance, specifically to analyze the successful completion of short and long-term goals
- Functions as expert resource staff on assigned programs/projects and manages projects/services from start to finish
 - o Assists staff with changes in project scope, schedule, and budget allocation
- Direct measurement of project performance and ensure CHS staff are effectively monitoring performance
- Provide guidance and support to involved staff on program specifics and staff with delegated program tasks
- Demonstrates proficiency with creating reports, spreadsheets and other needed program documentation
- Monitor data collection, analysis, and project performance measures
- Awareness of budget responsibilities, especially as related to grants

W/M

10

Staff Scheduling

- Organizes and prepares work schedules for PHNs to ensure the appropriate amount of staff is available for phone duty coverage, and clinical needs
- Adjusts schedule as needed to account for staffing changes
- Knowledge of and confident in day-to-day unit operations

W/M

5

Case Assignment and Management for CHS staff:

- Assign daily cases to CHS staff for WEDSS, Lead, PNCC, CCC, TB, community referrals and others as needed
- Ensure cases are distributed fairly among CHS staff based on priorities and availability
- Monitor the completing of cases and verify close out
- Considerable knowledge of the daily operations of the division, i.e; staffing needs related to scheduling, clinic needs, referral guidelines.
- Provide guidance for PHNs with less experience or knowledge of situation as needed

D

5

Personal Caseload management (individual, family, population based):

Lead PHN is expected to carry a personal caseload in addition to assigning and monitoring CHS staff cases.

- 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

30

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
- 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

Specific examples within the Foundations of Public Health

Access to & Linkages with Clinical Care:

- Work collaboratively with resources such as approved interpreter services, and Promotoras (Spanish Community Health Workers) to provide appropriate culturally competent and linguistic 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

Participation on meetings, committees and workgroups:	D/N	10
<ul style="list-style-type: none"> • Participate, often in a lead role or as facilitator, 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 		
Professional/Workforce Development:	W/N	5
<ul style="list-style-type: none"> • 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 • Active participant in PHN candidate interviews • Function as <u>lead</u> preceptor to new PHN employees and students in public health related field <ul style="list-style-type: none"> ○ Plans and facilitates learning experiences; provides observational and direct experiences; evaluates new employee's learning style and process and adapts to individual learning needs ○ Reports to Deputy and/or Instructor on issues/problems/process, student/new PHN status ○ Provides input in evaluation of process and progress of new PHN employee • Mentors staff to help promote colleague's professional growth • Considered a unit role model and leader • Promotes growth and achievement of others • Identifies training needs and opportunities for PHNs 		
Emergency Preparedness activities:	M/N	5
<ul style="list-style-type: none"> • Serves as lead in the planning, implementation and post-event efforts of the annual mass flu clinic(s). • Actively participates in internal and external emergency preparedness trainings and drills for mass clinics and emergency situations • Considerable knowledge of disaster/emergency preparedness services <ul style="list-style-type: none"> ○ will serve as an active member in the agency ICS structure ○ manage volunteer listing for emergency clinics ○ work with agency leadership to coordinate internal clinic emergency drills 		

SECTION 3 - COMPETENCIES, KNOWLEDGE, SKILLS AND ABILITIES

	Familiarity of the Foundational Public Health Services
	Public health core competencies
	Competent in the use of an office computer, laptop, iPad, mobile phone, copy machine, fax
	Competent in the use of City and PH related software: MS Office Suite (Windows, Word, Excel, Outlook, Calendar), WIR, WEDSS, ROSIE, Novatime, NeoGov, etc.

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)

Knowledge of evidence-based nursing practices in the context of community-based public health; project management skills; ability to adapt to and support change; active listening skills; ability to and comfortable leading diverse individuals; knowledge of health equity

- ability to communicate effectively in all forms
- project management
- working with Performance Management, Quality Improvement (preferably taking a lead role with a QI Project)
- knowledge of best, promising, evidenced based practices; CHA, CHIP, Strategic Planning, Accreditation, Health Equity
- ability to lead/facilitate a meeting; exemplifies teamwork
- member of a coalition or collaboration; developed professional community partnerships relationships
- ability to develop, review, revise policies or program guidelines
- knowledge of data collection and analysis
- ability to write reports, work plans and develop spreadsheets
- ability to function as an effective preceptor and mentor
- serving as positive representative of Department and City
- awareness of WAHD’s priorities, mission and vision behaviors consistent with City’s Core Values

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
Making decisions on new or unusual circumstances that arise during Lead PHN assignment or with complex referrals and/or new emerging communicable disease referrals	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, assistance from community resources	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, Legal Dept., Director of CEHS, Health Commissioner	Deputy Health Commissioner, Health Commissioner
Prioritization of responsibilities with the additional Program Coordination; determining work plan and timelines.	Determine the priorities and organize to meet the priority needs efficiently. Delegate when possible.	Nursing assessment and judgment, personal organizational skills, Director of CEHS	Deputy Health Commissioner
Computer/Printer and other technology or supply issues	It is important to address the issues as equipment is	IT department for computer issues,	IT Supervisor, H.D.

	needed to complete responsibilities effectively and efficiently – notify the appropriate resource for solutions	Impact for printer issues, or other co-workers, Administrative Supervisor	Administrative Supervisor, Director of CEHS, Health Commissioner
Program Coordination -selecting appropriate evidenced based interventions based on data evaluation; handling engaging staff and addressing conflict resolution with new programming or when program changes are implemented; selecting and evaluating appropriate data; aligning program activities to Performance Management and Strategic Plan.	Seek assistance of those with experience in area of specific program, research similar programs and evidence based interventions	Public Health Specialists, Director of CEHS	Deputy Health Commissioner
Balancing and fairness of staff scheduling and case assignment	Rely on what is fair and has worked well in the past; seek counsel from Director of CEHS	Director of CEHS, Health Commissioner	Deputy Health Commissioner
Assuring our services provided are meeting the needs of our increasingly culturally diverse population	Utilize health equity lens in program planning and implementation	Public Health Specialists, Director of CEHS, community resources	Deputy Health Commissioner
Respond to after hour concerns such as vaccine cold chain alarms and category I community disease response	Follow department policy and coordinate with resources such as WI DOH on recommended actions.	Director of CEHS, Immunization Program Coordinator	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	Support, guidance, collaboration	Seeks guidance on new or unusual situations; collaborate on projects and Program Management; staff conflicts; clarification on policies.
Health Commissioner	Support, guidance, collaboration	Guidance on State statutes and laws; staff conflicts; clarification on policies
CHS staff	Direct guidance, advice, support, collaboration	Oversight of the CHS team to assure for effective and efficient planning, implementation and evaluation of projects/services.
WIC Program staff	Collaboration	Collaborate on projects and referrals; nutritional assistance and education
Environmental staff	Collaboration and guidance	Collaborate and seek guidance on environmental related issues and case referrals
Interdisciplinary staff (Health Education, Dental Health)	Collaboration and guidance	Collaborate and seek guidance on dental cases and dental resources; Collaborate on issues related to social media, marketing, community events, community education
Senior Center staff	Collaboration	Collaborate on client referrals and projects, events
School staff and students	Collaboration and providing public health guidance; case management; Enforcing public health statutes and law as relates to immunizations, child safety, and communicable disease	Collaborate and provide guidance on communicable diseases and immunizations. Provide resource assistance to staff and student body. Enforce statutes and law to protect community's health
Front Office Administrative Staff	Assistance, collaboration	Client documentation and other documentation needs, billing questions, supply needs, timesheet questions
Community/Public	Customer Service; providing appropriate program services that meet the public health needs of our community and improve the community's health status.	Meet needs of the community with excellent customer care
Clients	Case management	Meet needs of the clients with excellent customer care
Community agencies	Collaboration, case management, referral	Collaborate on case management as needed and build/maintain strong relationships to support and expand referral network.
Community partners	Collaboration	Collaborate on projects and initiatives
Other City employees	Collaboration, guidance, referrals	Receive and make referrals; seek guidance on issues; collaborate on cases
State Dept of Health staff	Collaboration, reporting, guidance/consultation	Seek guidance and consultation on public health programs and needs; collaborate on case or projects; provide reports and data

Universities	Collaboration	Collaborate on student experiences at health department
--------------	---------------	---

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: Nursing Additional Information (e.g. specific coursework, etc.):
Experience	<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. Describe Specifics regarding required experience (e.g. 5 total years of customer service experience 2 of which were in a supervisory capacity): At least 4-5 years of demonstrated progressive public health nursing or comparable experience leading community-based public health efforts; ideally with one (1) year at the West Allis Health Department serving as a PHN Coordinator (preferred/not required). Internally, a PHN Coordinator may be considered for advancement to Lead PHN.

Required Certification/Licensure/Training ³	How Attained/Provided	Required Upon Hire?	May Obtain After Hire?
Bachelor's degree in Nursing	Accredited school/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	X
Provide Written/Verbal Warnings		X	X
Suspend Employees		X	X
Terminate Employees		X	X
Prepare Work Schedules For Others	X		
Project Management	X		
Provide Work Direction For Others	X		
Evaluate Performance Of Others		X	X
Counsel Employees	X		X (under direction of Dep HC)
Train Employees (As Part Of The Normal Duties Of The Job)	X		
Approve Overtime		X	
Approve Time Off Request For Others		X	X (under direction)

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.

of Dep HC)

Develop / Implement Policies	X (generally be revising existing policies and assist to implement new and revised policies)		
<u>Direct</u> supervision ⁴ of any employees. <i>Number of FTEs and job titles of those employees listed below:</i>			X (indirect supervision under direction of Dep HC)
Job Title	# of FTEs		

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			

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>

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 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 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				

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

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: _____