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**Public Health**  
Prevent. Promote. Protect.  
West Allis Health Department

**TO:** Rebecca Grill, City Administrative Officer  
**FROM:** Sally Nusslock, Health Commissioner <sup>SN</sup>  
**DATE:** August 2, 2018  
**SUBJECT:** Request to Reorganize and Fill Vacancies – Senior Center

I am requesting approval to do a reorganization of the Senior Center and fill the resulting two position of Cleaner and an Administrative Support.

Our part time Senior Center Janitor was out on leave and is not able to return so he has retired. In evaluating the needs cleaning and maintenance needs of the Senior Center and reviewing available job descriptions we feel this position could be changed to the Cleaner position and there would be a cost savings in salary.

We also have a vacancy in the part time position of Assistant Director. The employee that was in this position has retired from the City. Her last day with the City was June 26, 2018. This position is currently a part time 0.7 FTE at the non-exempt H scale. In discussions with the Senior Center Director, and conducting strategic planning with the Commission on Aging, we feel that this position could be shifted to an Administrative Support position in the non-exempt E range. I am requesting this position be increased to a full time position. The cost savings from the changes in the two positions should result in a budget neutral (or near neutral) impact on the overall Senior Center budget.

I have attached the completed "Request to Fill Position" forms for the two positions, current position descriptions and the revised Organization Chart with the proposed changes highlighted.

Please contact me if you have questions or need additional information.

Thank you!



## Request to Fill Position

Submit this form, a memorandum and current position description to the City Administrator for review and submittal to the Administration and Finance Committee. To ensure adequate time for review, submit the Friday prior to the Council Agenda Deadline day.

Department/Division: Health Department Position Title: Assistant Director - Senior Center  
 Reason for Request:  New Position OR  Replacement to Staff - Date of Vacancy: 07 / 25 / 2018  
 Person Replaced: Jane Kolinski  
 Position Status:  Full-time  Part-time AND  Regular  Temporary  Provisional  Special  Other  
 If other than Full-time or Regular, indicate work schedule (hours per week, days to be worked, etc.) and anticipated duration of employment: \_\_\_\_\_  
 Funding Source:  Operating  Grant  Other: \_\_\_\_\_  
 Anticipated Date for Filling Position: 09 / 2 / 2018

Is the position required for fiduciary, legal or compliance requirements?  No  Yes, describe: \_\_\_\_\_

Why is it necessary that this position be filled? What operational needs does this position fulfill? \_\_\_\_\_  
This position primarily provides support to the Senior Center Director in program planning, volunteer management and clerical support

What will be the impacts on service functions to the public if the position is not filled? \_\_\_\_\_  
There will be days where the Senior Center, including the meal program, would have to close due to lack of staffing.

What will be the impacts on service to city staff if the position is not filled? \_\_\_\_\_  
Increased workload for Public Health Nurses to assist seniors in finding ways to meet gaps created by closure.

What reorganization possibilities have been considered, such as elimination of the position or combining duties with other existing positions? (If none, provide rationale.) \_\_\_\_\_  
The Commission on Aging is completing a strategic plan. Staffing has been identified as a critical need. Shifting responsibilities in positions and making this position a full time Administrative Support position at the non-exempt E level would provide greater capacity

How has this vacancy/need been covered so far? \_\_\_\_\_  
Vacancy has just occurred. Senior Center Director is prioritizing tasks.

How many other similar positions exist in this department? None

### Requestor Information

Please Print: Sally Nusslock Health Commissioner Health Department  
Name Title Department  
 Signature/Date: *Sally Nusslock* 08 / 02 / 2018

Attached:  Memorandum  Current Position Description



# Request to Fill Position

Submit this form, a memorandum and current position description to the City Administrator for review and submittal to the Administration and Finance Committee. To ensure adequate time for review, submit the Friday prior to the Council Agenda Deadline day.



Department/Division: Health Department Position Title: Janitor – Senior Center

Reason for Request:  New Position OR  Replacement to Staff - Date of Vacancy: 04 / 02 / 2018

Person Replaced: Don Boretsky

Position Status:  Full-time  Part-time AND  Regular  Temporary  Provisional  Special  Other

If other than Full-time or Regular, indicate work schedule (hours per week, days to be worked, etc.) and anticipated duration of employment: \_\_\_\_\_

Funding Source:  Operating  Grant  Other: \_\_\_\_\_

Anticipated Date for Filling Position: 09/02/2018



Is the position required for fiduciary, legal or compliance requirements?  No  Yes, describe: \_\_\_\_\_

Why is it necessary that this position be filled? What operational needs does this position fulfill? General building cleaning and maintenance, opening and closing of buildings, performs required safety tests, event set up and reset, snow removal at the Health Department and the Senior Center.

What will be the impacts on service functions to the public if the position is not filled? Buildings not clean, safety hazard if snow not removed, Will need staff from Public Works to do event prep and clean up.

What will be the impacts on service to city staff if the position is not filled? Other City staff will have to assume additional duties, safety hazards, morale issues

What reorganization possibilities have been considered, such as elimination of the position or combining duties with other existing positions? (If none, provide rationale.) Proposing to fill this at a Cleaner level instead of a Janitor level

How has this vacancy/need been covered so far? Health Department Janitor and Public Works staff are currently covering

How many other similar positions exist in this department? None at Health, 0.5 FTE Janitor at the Senior Ctr.

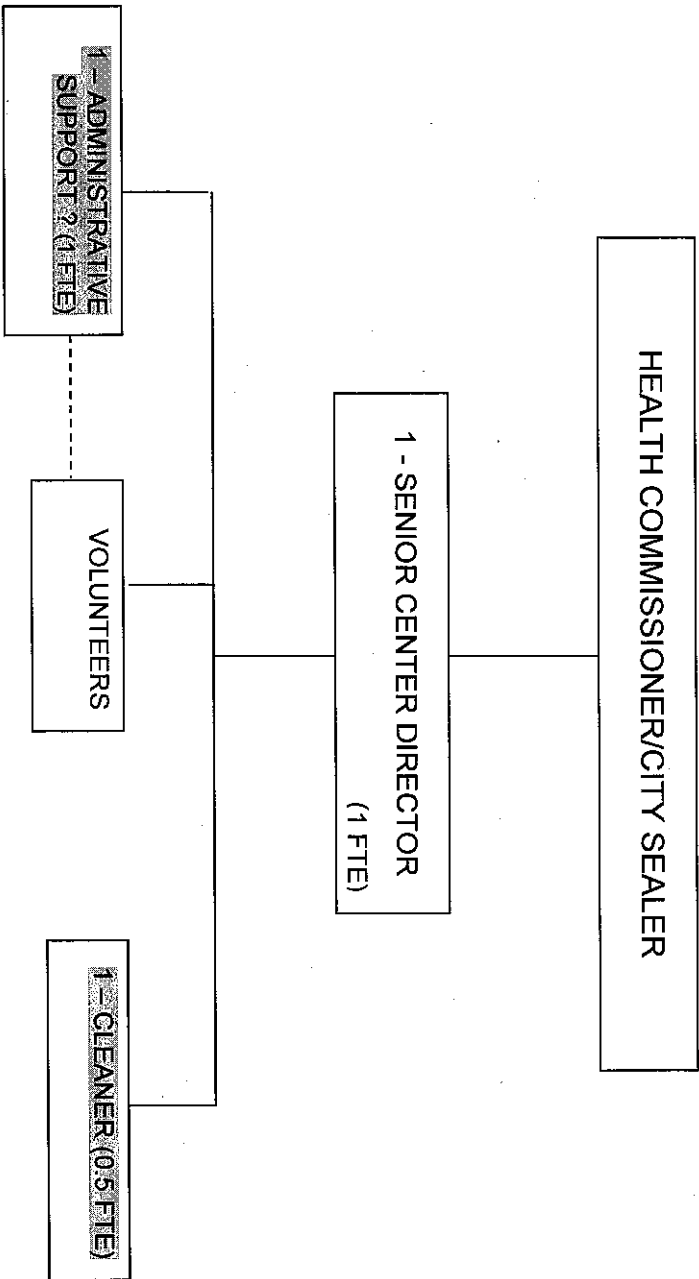


### Requestor Information

Please Print: Sally Nusslock Health Commissioner Health  
Name Title Department  
Signature/Date: *Sally Nusslock* 8 / 2 / 18

Attached:  Memorandum  Current Position Description

**ORGANIZATIONAL CHART  
HEALTH  
WEST ALLIS SENIOR CENTER (PROPOSED)**



# Job Description Questionnaire

The purpose of the Job Description Questionnaire (JDQ) is to provide the information necessary to evaluate jobs for salary placement, classify jobs for various legal requirements, and to compile appropriate job descriptions.

Please read this JDQ carefully before answering any of the questions and then complete it as accurately, completely, and briefly as possible. While it is not necessary to describe each duty in great detail, it is important to provide sufficient information so the job can be accurately evaluated and classified. Keep in mind that *the purpose of the JDQ is to collect information about the job and is not designed to evaluate employee performance.*

Consider the typical responsibilities of the job; even those that might only occur cyclically (e.g. annually, quarterly, etc.). The responses should be based on duties and responsibilities that are part of the job under typical conditions, not special projects or temporary assignments. Further, unless specifically directed by management, describe the job as it is today, not as you believe it should be or what it might be in the future.

SECTION 1		DEMOGRAPHIC INFORMATION	
Employee Name	Jane Kolinski	Employer Name	City of West Allis
Job Title	Senior Center Assistant Director	Work Location	West Allis Senior Center Building
Department	Health Department	Division	Senior Center
Full-Time / Part-Time	Part-Time	Part-Time (Hrs per Wk)	28
Supervisor Name	Denise Koenig	Supervisor Title	Senior Center Director

**SECTION 2**

**DESCRIPTION OF ESSENTIAL DUTIES & RESPONSIBILITIES**

Identify the essential duties / responsibilities of your job, which should be the most important aspects of the job. This section is focused on WHAT is done rather than HOW it is done. Use wording that will provide as clear an understanding as possible for someone not familiar with your work. Avoid terminology or acronyms that are not widely known outside of your line of work. Please list those duties that you feel are most important at the top of the list, and list the estimated percentage of the total annual time that each item takes. (Remember, as a rule-of-thumb, that 10% equates to roughly 200 hours of a work year.) To the extent possible, try to identify those duties and responsibilities that account for as close to 100% of your work time as possible. While catch-all categories are acceptable (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]

Primary Duties		Frequency	% of Annual Total Time
Assists in the coordination, planning and implementation of a variety of educational, social and recreational activities.		W	20
Assists in the coordination of volunteer placement and training.		W	5
Assists in developing, publishing and distribution of all written materials related to the development of recreational, educational, cultural arts, health services and assistance programs for seniors including promotional materials, reports, quarterly schedule of events, and activities, press releases, flyers, volunteer training materials, etc.		M	8
Assists in safety training for volunteers/members/patrons.		Q	2
Administers first-aid, conducts fire/tornado evacuations and other emergency actions as needed		N	5
Implements monthly Stockbox distribution Site, coordinates volunteers, prepares and files monthly report.		M	5
Schedules the Senior Center's programs and special events; develops public understanding and participation in the Senior Center programs through public relations activities.		W	3
Establishes and maintains cooperative planning and working relationships with other public and volunteer community agencies.		B	5
Enforces Senior Center policies, procedures and sanitary/safety regulations. Also monitors multiple security cameras.		D	16
Investigates and resolves the concerns, problems and/or complaints of customers/ members ; advises customers/ members regarding available programs and services.		D	5
As directed conducts research and subsequent evaluations to determine the needs of older adults age 55 and older Assists in the research and preparation of applications for grants.		N	2
Prepares Senior Center's purchase orders and work orders using HTE		W	10
Acts as support to the Commission on Aging as assigned and also assumes duties and responsibilities of the Senior Center Director in his/her absence.		M	5

Provides disaster/emergency public health services to address community and individual health needs.	N	2
Performs other duties as assigned.	N	7

<b>SECTION 3 TOOLS AND TECHNOLOGY</b>	
Identify any software, technology, equipment or machinery utilized on a regular basis in order to perform the functions of the job:	
Microsoft Office (Word, Excel, Powerpoint, Outlook), HTE (city's accounting system), computer, multi-line telephone, copy machine, scanner, fax machine, projector, digital camera, 10-key calculator, Opti-reader, label maker, paper shredding machine, commercial kitchen equipment, washer/dryer, laminator, P/A system, multiple TVs/cd/DVD/Blue-ray players, security cameras, including playback/recording features; fitness room equipment including: treadmills, recumbent bikes, Keiser pneumatic weight equipment, Nu-Steps and a shoulder machine Less frequently: snow blower, floor scrubbing machine, vacuum cleaners, carpet cleaning machine.	

<b>SECTION 4 JUDGMENTS / DECISION-MAKING</b>			
Identify at least five of the most typical judgments/decisions that you make in performing your job as well as the solutions to these problems. Please also describe the resource, input or guidance others provide in arriving at your decision and who reviews, if anyone.			
Typical Problems/Challenges	Possible Solution(s) to Problem/Challenge	Resources Available and/or Used	Job Title of Who Reviews
Staffing issues - volunteers	Communication	Management Skills, Experience & Common Sense	Director/Assistant Director
Day to Day Center Operations – all areas	Communication	Management Skills, Experience & Common Sense	Director/Assistant Director
Office Management	Communication	Management Skills, Experience & Common Sense	Director/Assistant Director
Building Security	Monitors security systems/enforce safety practices	Video Surveillance Equipment, Management Skills, Experience, & Common Sense	Director/Assistant Director

Medical Emergencies/Sanitary and Safety Practices and Regulations	Administers first aid/enforces Sanitation practices and regulations	First Aid Training CPR & AED, Fire/Rescue Personnel	Director/Assistant Director
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**SECTION 5**

**WORKING RELATIONSHIPS / INTERACTIONS / CONTACTS**

Please identify your typical work relationships with other persons inside or outside of your own organization.

Title of Individuals With Whom You Typically Interact	Describe the Interaction	Why Was It Necessary?
Senior Center Staff	Verbal, written, telephone	Necessary for daily operation of Senior Center
Senior Center Volunteers	Verbal, written, telephone	Necessary for daily operation of Senior Center
City Employees & Divisions	Verbal, written, telephone	Necessary for daily operation of Senior Center
Members and Public	Verbal, written, telephone, customer service	Promotion of Membership to the Senior Center, Public Relations
Business Professionals	Verbal, written, telephone, customer service	Sales, Promotions, Financial Contributions, Donations, Public Relations

**SECTION 6**

**SUPERVISION / MANAGEMENT**

Please indicate the type of responsibility you have as it pertains to leading others.

Area of Action / Responsibility	Yes	No	Provides Input
Screen / Interview Applicants (and Volunteers)	X		X
Hire / Promote Employees (and Volunteers)	X		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		





Noise >85dB (e.g. mower, heavy traffic, milling machine, etc.)	x		
Extreme Hot/Cold Temperatures (>90 degrees / <40 degrees)	x		
Outdoor Weather Conditions		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		

**SECTION 8**

**ADDITIONAL EMPLOYEE COMMENTS**

Please identify any other information that would help someone else understand your job more clearly.

This position operates under the general direction of the Senior Center Director; performs work of moderate difficulty assisting in planning and organization of all functions and programs of the Senior Center; assists in the coordination, planning and implementation of a variety of educational, social and recreational activities in order to meet the interests and needs of senior citizens; assumes duties and responsibilities of Senior Center Director in her absence; performs related work as assigned.

The Senior Center is a unique environment. It's a place where older adults can find purpose and meaning in their life. For most, it's a second home. Looking at the bigger picture this aging population suffers from health, mental and or emotional problems, stress, depression and hardship. Our goal is to provide support, services and resources to help with quality of life. From an operations stand point, the Senior Center's entire support staff is comprised of older adult volunteers. Every morning and afternoon our volunteer support staff changes, making continuity difficult and sometimes problematic. The volunteers don't always have the training or technical skills, but are eager to learn. From a management perspective it is a challenge to deal with the inconsistencies and one must have patience, positive attitude and a sense of humor. Working in a senior environment one must understand this aging population and the challenges they face.

**TO BE COMPLETED BY THE EMPLOYEE'S SUPERVISOR**

SECTION 9		SUPERVISOR INFORMATION	
Supervisor Name	Denise Koenig	Supervisor Title	West Allis Senior Center Director

SECTION 10		EDUCATION REQUIRED FOR HIRE
Level of Education (Select one with an "X")	Field(s) of Study	
Less than High School Education	n/a	
High School Education (or Equivalent)		
One Year Certificate (or Equivalent)		
Associate's Degree (or Equivalent)		
Bachelor's Degree	X	
Master's Degree		
Professional Degree (Law, Medicine, etc.)		
PhD w/ Dissertation		
Other:		
Provide Any Additional Information Regarding the Required Education (e.g. preferred vs. required, specific coursework, etc.):		
Bachelor's Degree in social sciences, gerontology, recreation or related fields.		

SECTION 11					TOTAL EXPERIENCE REQUIRED UPON HIRE		
[Place an "X" in the appropriate cells]							
No Experience	< 2 yr.	2 to 3 yrs.	4 to 5 yrs.	6 to 7 yrs.	8 to 9 yrs.	10 to 11 yrs.	> 12 yrs.
		X					
Describe Specific Experience Required for Hiring (e.g. 5 total years of customer service experience 2 of which were in a supervisory capacity):							
Two (2) years of recent professional work experience planning organizing and administering programs for the elderly is desirable.							







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Consider the typical responsibilities of the job; even those that might only occur cyclically (e.g. annually, quarterly, etc.). The responses should be based on duties and responsibilities that are part of the job under typical conditions, not special projects or temporary assignments. Further, unless specifically directed by management, describe the job as it is today, not as you believe it should be or what it might be in the future.

SECTION 1		DEMOGRAPHIC INFORMATION	
Employee Name	Yolanda Romero/Donald Boretsky	Employer Name	City of West Allis
Job Title	Municipal Janitor	Work Location	Health Department and Senior Center
Department	Health Department/Senior Center	Division	Administration/Senior Center
Full-time / Part-time	Full-time/Part-time	Part-Time (Hrs per Wk)	40/20
Supervisor Name	Diane Dubey/Denise Koenig	Supervisor Title	Administrative Supervisor/Senior Center Director

## SECTION 2

## DESCRIPTION OF ESSENTIAL DUTIES & RESPONSIBILITIES

Identify the essential duties / responsibilities of your job, which should be the most important aspects of the job. This section is focused on WHAT is done rather than HOW it is done. Use wording that will provide as clear an understanding as possible for someone not familiar with your work. Avoid terminology or acronyms that are not widely known outside of your line of work. Please list those duties that you feel are most important at the top of the list, and list the estimated percentage of the total annual time that each item takes. (Remember, as a rule-of-thumb, that 10% equates to roughly 200 hours of a work year.) To the extent possible, try to identify those duties and responsibilities that account for as close to 100% of your work time as possible. While catch-all categories are acceptable (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]

Primary Duties	Frequency	% of Annual Total Time
Overall general cleaning tasks - sweeping, vacuuming, mopping, dusting, cleaning, etc. of offices, classrooms, meeting rooms, dining hall, kitchens, hallways, elevator, stairwells, clinic area, exam rooms, kitchens, break rooms, lobbys, conference rooms, etc.)	D	40
Clean Venetian blinds and shades	M	.2
Cleans light fixtures and replaces lamp bulbs	N	.06
Sets up, dismantles and moves various types of portable equipment including AV, microphones, etc.	N	.3
Sets up foldable tables and stackable chairs meetings, special event, Senior Meal Site Program, clinics, fundraisers, etc.	M	3
Moves furniture, equipment and supplies in and around the building	N	3
Cleans, sanitizes/disinfects sinks, drinking fountains, restrooms (8), food service preparation areas (2 kitchens/2 kitchenettes), etc.	D	7
Follows disinfection and decontamination procedures when dealing with bodily fluids/biohazards ( blood, saliva, vomit, urine, fecal matter). Prepares Sharps Containers for disposal pick-up.	N	.3
Replenishes disposables such as towels, soap, hand sanitizers and toilet paper	D	.02
Cleans and sanitizes furniture in the Women/Infant/Children's area at the Health Department	W	.07
Cleans both buildings' windows and entryways (using work ladder)	D	4
Strips and renews floor finishes; shampoos carpeting; treats stains on carpets and upholstery	N	1
Dusts, wet-washes/sanitizes walls and lavatory stalls	N	7
Removes snow and applies salt to the following: sidewalks, entrances and emergency exits; cleans up the driveway areas and refuse container areas, bus shelter, crosswalks, etc.	N	5
Collects garbage and recyclables; picks up debris in and around the buildings' entrances, parking lots, landscaped	D	5

areas, sidewalks/ walkways, etc.		
Vacuums and mops main hallways.	D	10
Assist with Stockbox distribution and Feed the Hungry set-ups.	M/W	2
Opens West Allis Health Department and West Allis Senior Center buildings (Yolanda).	D	5
Conducts a complete building security check at the Senior Center (end of day) (Donald).	D	5
Tracks disposable janitorial supplies and requests replacements.	W	2
Checks fire extinguishers, emergency lights (checks and replaces batteries), and AED equipment. Conducts fire alarm tests.	M	1
Assists Senior Center staff during Fire and Tornado Drills (helps move people out of the bldg. or to lwr. Level).	N	1
Assists Senior Center Volunteer staff with turning on computers and security camera viewing program.	D	1
Washes janitorial cleaning cloths, fitness towels, kitchen towels and mop heads using washing machine and dryer.	B	2
Organizes janitorial and general storage areas, classroom closets, supply areas, etc.	B	2
Reports safety and security concerns to supervisor(s); fixes other minor problems as needed.	N	1
Fill in for Health Department/Senior Center Janitor (vacations, sick leave, etc.).	N	1

### SECTION 3

### TOOLS AND TECHNOLOGY

Identify any software, technology, equipment or machinery utilized on a regular basis in order to perform the functions of the job:

Microsoft Office – Outlook, Word, Excel. Novatime

Equipment: Vacuum, mop, broom, bucket, ladders, shovels, rakes, salt spreader, small power hand tools.

Machinery: multiple snow blowers, carpet cleaning machine, floor scrubbing machine, washing machine/dryer.

### SECTION 4

### JUDGMENTS / DECISION-MAKING

Identify at least five of the most typical judgments/decisions that you make in performing your job as well as the solutions to these problems. Please also describe the resource, input or guidance others provide in arriving at your decision and who reviews, if anyone.

Typical Problems/Challenges	Possible Solution(s) to Problem/Challenge	Resources Available and/or Used	Job Title of Who Reviews
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A patron vomits; has a bloody nose or has diarrhea and doesn't make it to the restroom	Follows procedures for cleaning, sanitizing, disinfecting and disposing bodily fluids/biohazards.	Rely on training and experience; use special kits, cleaning chemicals, etc.	Supervisor
Assisting Senior members with finding lost keys, canes, purses, etc.	Assist individual by back tracking where they've been in the building, etc.	Training and experience	Supervisor
Assisting a member or patron who does not speak English	Provide translation to connect the person with the correct staff person/resources.	Knowledge of Spanish and English Languages	Supervisor
Problem solving for special cleaning issues or concerns.	Winter salt residue on flooring from individuals tracking it in on their shoes/boots. Urine/fecal matter on upholstered furniture.	Training, follow procedures for biohazards/bodily fluids. Google search recommended vinegar for removing salt residue.	Supervisor
Insuring safety for patrons during winter snow/ice storms.	Provide adequate salting before and during the storm. Call the City's Forestry Dept. for additional salting of the parking lots.	Training and experience; snow/ice removal equipment.	Supervisor

## SECTION 5

## WORKING RELATIONSHIPS / INTERACTIONS / CONTACTS

Please identify your typical work relationships with other persons inside or outside of your own organization.

**Title of Individuals With Whom You Typically Interact**

**Describe the Interaction**

**Why Was It Necessary?**

Senior Center/Health Department Janitor(s)	Communicate daily	To keep both facilities clean, safe and orderly.
Health Department and Senior Center Staff	Communicate any and all special needs or set-ups. Report unusual circumstances or safety issues and concerns	To ensure daily operations run smoothly.
Building & Sign Department; Electrical, Plumbing, HVAC	Follow-up with work orders, inventory control and deliveries; electrical/plumbing/HVAC issues and concerns; pest control procedures (ants); Set-up and take down of the City's quarterly newsletter project	The pests required various elimination attempts. Quarterly City newsletter project requires set-up of 30 - 40 work stations, which remain up for a full week period of time.
Police/Fire Department	Monthly Fire Alarm Tests	Required by municipality and insurance company.
Milwaukee County Senior Meal Program - Senior Dining Supervisor	Communicate daily with supervisor regarding any and all special needs and set-ups	To insure the Senior Center is prepared for the meal-site. participants
Information Technology	Report problems with computer(s) or phone(s) not	Needed to continue doing business.

Dept.	working	
Hunger Task Force	Remove pallets, set-up and clean-up of facility when program is complete	Tables and chairs must be reset for the following day's programs and activities.
West Allis Senior Center Volunteers	Communicate with office volunteers and volunteer instructors/group leaders	Provide necessary assistance or special set-ups as needed.

<b>SECTION 6 SUPERVISION / MANAGEMENT</b>			
Please indicate the type of responsibility you have as it pertains to leading others.			
Area of Action / Responsibility	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	
Do you directly supervise any employees? <i>If yes, please list the number of FTEs and job titles of those employees below:</i>		X	
Job Title			# of FTEs


SECTION 7 WORK ENVIRONMENT / PHYSICAL REQUIREMENTS				
Please indicate the amount of time typically spent in the following categories.				
Physical Requirements	Place an "X" in the appropriate cells			
	N/A	Rarely	Occasionally	Frequently
Carrying/Lifting 10 - 40 Pounds				X
Carrying/Lifting > 40 Pounds			X	
Sitting			X	
Standing / Walking / Climbing				X
Squatting/Crouching/Kneeling/Bending				X
Pushing / Pulling / Reaching Above Shoulder				X
Work Environment	N/A	Rarely	Occasionally	Frequently
Indoor/Office Work Environment				X
Noise >85dB (e.g. mower, heavy traffic, milling machine, etc.)			X	
Extreme Hot/Cold Temperatures (>90 degrees / <40 degrees)			X (D)	X (Y)
Outdoor Weather Conditions			X (D)	X (Y)
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			

SECTION 8 ADDITIONAL EMPLOYEE COMMENTS
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Please identify any other information that would help someone else understand your job more clearly:

Work at the Health Department and the Senior Center buildings is essential to the health, safety and wellbeing of the staff, members and patrons served. Both facilities serve our community's most fragile populations: infants, children, expecting moms and the frail elderly and it is important that these facilities are kept cleaned/sanitized and well maintained.

**TO BE COMPLETED BY THE EMPLOYEE'S SUPERVISOR**

**SECTION 9**

SUPERVISOR INFORMATION	
Supervisor Name	Diane Dubey/Denise Koenig
Supervisor Title	Administrative Supervisor/Senior Center Director

**SECTION 10**

EDUCATION REQUIRED FOR HIRE	
Level of Education (Select one with an "X")	Field(s) of Study

<input checked="" type="checkbox"/> Less than High School Education	n/a
<input type="checkbox"/> High School Education (or Equivalent)	
<input type="checkbox"/> One Year Certificate (or Equivalent)	
<input type="checkbox"/> Associate's Degree (or Equivalent)	
<input type="checkbox"/> Bachelor's Degree	
<input type="checkbox"/> Master's Degree	
<input type="checkbox"/> Professional Degree (Law, Medicine, etc.)	
<input type="checkbox"/> PhD w/ Dissertation	
<input type="checkbox"/> Other:	

Provide Any Additional Information Regarding the Required Education (e.g. preferred vs. required, specific coursework, etc.):

**SECTION 11**

TOTAL EXPERIENCE REQUIRED UPON HIRE							
[Place an "X" in the appropriate cells]							
No Experience	< 2 yrs.	2 to 3 yrs.	4 to 5 yrs.	6 to 7 yrs.	8 to 9 yrs.	10 to 11 yrs.	> 12 yrs.
	<input checked="" type="checkbox"/>						

Describe Specific Experience Required for Hiring (e.g. 5 total years of customer service experience 2 of which were in a supervisory capacity):



Ability to withstand exposure to variable and unfavorable weather and working conditions including, but not limited to temperature variations and extremes, noise, odors, cleaning products, toxic agents, bodily fluids, infectious agents, common rodents (mice) and insects (such as bedbugs, spiders, ants, etc).

SECTION 12 CERTIFICATION/LICENSURE/ TRAINING TO PERFORM JOB			
List Required Certification/Licensure/Training	How Attained/Provided	Required Upon Hire?	May Obtain After Hire?
ICS 100, ICS 200, ICS 700	FEMA online course		X
Bloodborne Pathogen	CVMIC		X
Anti-Harassment/Anti-bullying Training	CVMIC		X
Emergency Preparedness Training & Exercises (Full-Time Janitor)	Outside Consultant		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.):			

SECTION 13 SUPERVISOR'S COMMENTS / CORRECTIONS / ADDITIONS	
JDQ Section	Comment / Clarification / Addition
Section 12	Training is also provided in the following areas: Bloodborne Pathogens, Active Shooter, Hazardous Materials, emergency procedures, snow blower training & safety, fire extinguisher and customer service.

**TO BE COMPLETED BY ADMINISTRATIVE DESIGNEE**

**SECTION 14**

**SUPERVISOR INFORMATION**

Administrative Designee Name

Sally Nusslock

Administrative Designee Title

Health Commissioner/City Scaler

**SECTION 15**

**ADMINISTRATIVE COMMENTS/ CORRECTIONS /ADDITIONS**

In lieu of altering an employee's JDQ, please provide any corrections, clarifications, or additional information in the space provided below.

**JDQ Section**

**Comment / Clarification / Addition**

No additions or changes