



**MILWAUKEE COUNTY  
JOB EVALUATION QUESTIONNAIRE**

This form is designed to assist you in describing your departmental job. You are asked to fill this form out to outline the essential duties and responsibilities; and identify the knowledge, skills and abilities required to successfully perform the job. This form is used to request new job classifications, review current classifications, reclassification, reallocations, and general updates to the job description. **Note:** It is the job that is being evaluated, not the position/incumbent. Thank you for your cooperation.

**GENERAL INSTRUCTIONS:**

1. Before beginning, please look over the entire questionnaire. Each question should be answered completely and accurately. If a question does not apply to this job, please indicate "N/A" (Not Applicable).
2. To complete the questionnaire, please type and/or select your responses.
3. If you wish to make additional comments, please use the space available in the "Additional Comments" section on page 6 of this questionnaire.

**A. JOB IDENTIFICATION INFORMATION**

<b>Department (High Org):</b>	480	<b>Division (Low Org):</b>	4812
<b>Contact for this Study</b>	Name: Christine Westrich	Email: CHRISTINE.WESTRICH@	
	Title: Director, OEM	Phone: 414-345-7191	
<b>Current Job Title:</b>	n/a	<b>Current Job Code:</b>	0
<b>Health Screen Level:</b>		<b>Background Check Level:</b>	
<b>Job Reports To:</b>	Title: Director, OEM		
<b>Request Type:</b>	<input checked="" type="checkbox"/> Establish New <input type="checkbox"/> Review <input type="checkbox"/> Reclassification <input type="checkbox"/> Reallocation <input type="checkbox"/> Update Description <input type="checkbox"/> Other, Specify		

**B. JUSTIFICATION STATEMENT**

<b>1. Attach an organizational chart.</b>
<b>2. Explain the events or changes that made this request necessary.</b>
OEM has operated for five years without a Deputy, however, as our Department grows and the demands increase, the need for additional leadership is paramount. OEM has an unrelenting tempo and pace of innovation to include tech and responsibilities that originally fell outside our scope, but now are within, all which continue to grow requiring an increased presence of leadership.

**C. ABOUT THE JOB**

<b>Job Status:</b>	<input checked="" type="checkbox"/> Regular Full-Time	<input type="checkbox"/> Regular Part-Time	<input type="checkbox"/> Seasonal	<input type="checkbox"/> Contract
<b>Shift:</b>	<input checked="" type="checkbox"/> Day	<input type="checkbox"/> Evening	<input type="checkbox"/> Night	<input type="checkbox"/> Other:
<b>Hours Per Week:</b>	<input checked="" type="checkbox"/> >40 Hours	<input type="checkbox"/> 32-40 Hours	<input type="checkbox"/> 20-32 Hours	<input type="checkbox"/> <20 Hours
<b>Travel:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No    If Yes, % Travel 10			
<b>Will This Job Supervise/Manage?</b>	<input checked="" type="checkbox"/> Supervise <input checked="" type="checkbox"/> Manage # of Direct Reports: 4		<input type="checkbox"/> N/A	
<b>Fiscal Responsibility:</b> Responsible for annual operating budget for department(s)/division(s)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No    If yes, please provide total amount? \$7,100,000			

**D. JOB SUMMARY:**

Briefly state, in several sentences, the principle purpose or function of the job. Respond by describing <b>What</b> the job is, <b>What</b> its major objective is, and <b>Why</b> does it exist.
The OEM Deputy Director will directly manage the day-to-day operations of the four OEM Divisions: EM, EMS, 911 and Radio. The Deputy will provide day-to-day approvals on division requests, tracking details to ensure each Division Director is on-track with their quarterly goals. The Deputy will advise the Director on strategic initiatives, to include changes in direction or budget impacts that affect the Department and tax levy.

**E. ESSENTIAL DUTIES/RESPONSIBILITIES:**

**JOB RESPONSIBILITY LIST:** Please describe the major elements of the job. List only the major functions, separately, in order of importance. Provide a one or two line descriptive statement for each duty so that someone not familiar with this kind of work can understand it. Weight the approximate percentage of allocated work time for each functional work activity (Round to the nearest **10%**). We do not need to know HOW the function is to be performed, but rather, WHAT it is to be performed. **Percentages should add up to 100%**

1.	<input type="checkbox"/> Original <input checked="" type="checkbox"/> New	Job Duty: Manage Division Directors	% of Time: 25
	<i>Descriptive:</i> The OEM Deputy Director will manage the four OEM Division Directors ensuring they are on-track daily to meet their quarterly goals. Performance and adherence to core values will also be measured and meritorious recognition and corrective action implemented.		
2.	<input type="checkbox"/> Original <input checked="" type="checkbox"/> New	Job Duty: Advise and counsel OEM Director	% of Time: 15
	<i>Descriptive:</i> The Deputy Director will meet with the OEM Director daily to advise on the detailed operations of the Department as well as the performance of each Division head to include metrics.		
3.	<input type="checkbox"/> Original <input checked="" type="checkbox"/> New	Job Duty: Advise on Strategic Direction & Innovation	% of Time: 10
	<i>Descriptive:</i> The Deputy will advise the Director on the strategic direction of OEM to include innovative ideas regarding tech, Ordinance changes, or revenue opportunities.		
4.	<input type="checkbox"/> Original <input checked="" type="checkbox"/> New	Job Duty: Monitor OEM Core Values and Morale	% of Time: 10
	<i>Descriptive:</i> The Deputy will implement measures for assessing adherence and examples to OEM's core values to include using the Just Culture concept. Morale events and opportunities for employee engagement will be implemented.		
5.	<input type="checkbox"/> Original <input checked="" type="checkbox"/> New	Job Duty: Build relationships in the 911 Community	% of Time: 8.75
	<i>Descriptive:</i> The Deputy will assist the 911 Division Director in building relationships within our metropolitan area that benefit our residents, specifically implementing policies and procedures that address racial equity within our communities.		
6.	<input type="checkbox"/> Original <input checked="" type="checkbox"/> New	Job Duty: Build relationships in the Radio Community	% of Time: 8.75
	<i>Descriptive:</i> The Deputy will assist the Radio Division Director in building relationships within our metropolitan area that benefit our residents, specifically implementing policies and procedures that address racial equity within our communities.		
7.	<input type="checkbox"/> Original <input checked="" type="checkbox"/> New	Job Duty: Build relationships in the EM Community	% of Time: 8.75
	<i>Descriptive:</i> The Deputy will assist the EM Division Director in building relationships within our metropolitan area that benefit our residents, specifically implementing policies and procedures that address racial equity within our communities.		
8.	<input type="checkbox"/> Original <input checked="" type="checkbox"/> New	Job Duty: Build relationships in the EMS Community	% of Time: 8.75
	<i>Descriptive:</i> The Deputy will assist the EMS Division Director in building relationships within our metropolitan area that benefit our residents, specifically implementing policies and procedures that address racial equity within our communities.		
9.	<input type="checkbox"/> Original <input checked="" type="checkbox"/> New	Job Duty: All Other Duties as Assigned	% of Time: 5
	<i>Descriptive:</i> The Deputy will seek opportunities to engage employees on all matters regarding emergency services and willingly accept challenges assigned that may extraordinary or unique.		
10.	<input type="checkbox"/> Original <input type="checkbox"/> New	Job Duty:	% of Time:
	<i>Descriptive:</i>		

**F. EQUIPMENT, TOOLS & MATERIALS, PERSONAL COMPUTERS, SOFTWARE**

Please list all equipment, tools or materials required to perform the job along with the frequency.		Frequency			Type of Equipment
		Daily	Weekly	Monthly	
1. Machinery: (i.e. Vehicles, Motorized Equipment, Heavy Machinery, etc)		X			Drive OEM SUVs
2. Hand Tools/Instruments: (i.e. Power Tools, Equipment, Weapons, etc.)					n/a
3. Driving required?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	List License Types: (Required)	State-issued driver's license (out of state upon application is acceptable)		
		List License Types: (Preferred)			
4. Personal vehicle required?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
5. Please list all <u>Technology, Systems and Software Knowledge</u> required to perform the job:					
Basic	Intermediate	Advanced			
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Knowledge of all related computer and software applications, such as word processing and spreadsheets.		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other: ADOBE ACROBAT		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:		

**G. JOB COMPETENCIES**

<b>Internal/External Contacts:</b> Please select all that apply.	
<input checked="" type="checkbox"/>	Exchange of basic information with internal and/or external contacts.
<input checked="" type="checkbox"/>	Maintain sensitive or confidential information.
<input checked="" type="checkbox"/>	Explain and gather information, answer queries, or provide assistance to internal and/or external contacts.
<input checked="" type="checkbox"/>	Persuade, conform or recommend course of action with internal and/or external contacts.
<input checked="" type="checkbox"/>	Perform with a high degree of authority in securing understanding and cooperation with internal and/or external contacts.
<input checked="" type="checkbox"/>	Maintain a continuing working relationship that can have a significant effect on the success of the organization.
<b>Communication Skills:</b> Select the level of language (ability to read, write and speak needed to successfully accomplish the essential duties of the job.) Please select all that apply.	
<input checked="" type="checkbox"/>	Read, write and comprehend simple instructions, reports, short correspondence and memos.
<input checked="" type="checkbox"/>	Speak effectively before both internal and/or external groups.
<input checked="" type="checkbox"/>	Read, analyze, and interpret safety rules, operating/maintenance instructions and procedure manuals, scientific/technical journals and procedures, government regulations, financial and legal documents.
<input checked="" type="checkbox"/>	Prepare and/or present written communications that pertain to controversial and complex topics.
<b>Decision-Making:</b> Please select <u>only one</u> of the following:	
<input type="checkbox"/>	Makes minimal decision-making responsibility.
<input type="checkbox"/>	Makes decisions of responsibility involving evaluation of information; decisions may require development or application of alternatives or precedents.
<input type="checkbox"/>	Makes decisions of responsibility and final results that affect more than one department or a department with multiple units; substantial analysis is required and many factors must be weighed before a decision can be reached.
<input checked="" type="checkbox"/>	Makes decisions of responsibility and final recommendations, which may result in the formulation of strategic plans of action to achieve the broad objectives for the organization; involves long-range future planning including scope, direction and goals.

<b>Complexity, Judgment and Problem Solving:</b> Please select all that apply.	
<input checked="" type="checkbox"/>	Understand and follow instructions.
<input checked="" type="checkbox"/>	Execute decisions within limits of standard policy and procedures.
<input checked="" type="checkbox"/>	Interpret and adapt to established practices and procedures using independent judgment to meet situations to which applications are not clearly defined.
<input checked="" type="checkbox"/>	Perform within difficult or complex working conditions or situations not easily evaluated; decisions require considerable judgment, initiative and ingenuity in areas there is little precedent.
<input type="checkbox"/>	Act independently in the formulation and administration of policies and programs for major departments or functions.

#### H. WORKING CONDITIONS

What are the physical, mental and environment demands for this job? Functions identified must coincide with the descriptive statement of essential duties and responsibilities for this job. The functions should focus on what is to be done and the processes traditionally used to achieve end results. For each of the following functional requirements, indicate the frequency in which it occurs in this job.

<b>PHYSICAL DEMANDS</b>	<b>N/A</b>	<b>Seldom (&lt;25%)</b>	<b>Occasional (25% - 50%)</b>	<b>Frequent (50% - 75%)</b>	<b>Always (&gt;75%)</b>		
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Walking/Running	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Reaching	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Climbing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Driving	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Bending/Kneeling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Hearing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Talking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Visual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Typing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Fine Dexterity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Manual Dexterity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Upper Extremity Repetitive Motion	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Lifting/Carrying (lbs.)	<input type="checkbox"/> up to 05	<input type="checkbox"/> up to 10	<input type="checkbox"/> up to 15	<input checked="" type="checkbox"/> up to 20	<input type="checkbox"/> up to 25	<input type="checkbox"/> up to 30	<input type="checkbox"/> up to <input type="text"/>
Pushing/Pulling (lbs.)	<input type="checkbox"/> up to 05	<input type="checkbox"/> up to 10	<input type="checkbox"/> up to 15	<input checked="" type="checkbox"/> up to 20	<input type="checkbox"/> up to 25	<input type="checkbox"/> up to 30	<input type="checkbox"/> up to <input type="text"/>

<b>NON-PHYSICAL DEMANDS</b>	<b>N/A</b>	<b>Seldom (&lt;25%)</b>	<b>Occasional (25% - 50%)</b>	<b>Frequent (50% - 75%)</b>	<b>Always (&gt;75%)</b>
Analysis/Reasoning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Communication/Interpretation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Math/Mental Computation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sustained Mental Activity (i.e. auditing, problem solving, grant writing, composing reports)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>ENVIRONMENTAL DEMANDS</b>	<b>N/A</b>	<b>Seldom (&lt;25%)</b>	<b>Occasional (25% - 50%)</b>	<b>Frequent (50% - 75%)</b>	<b>Always (&gt;75%)</b>
Work Independently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Task Changes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Tedious/Exacting Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
High Volume Public Contact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Temperature Extremes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Loud Noises	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical Danger	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toxic Substances (i.e. solvents, pesticides, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**WORK SCHEDULE:** Please select all that apply.

<input type="checkbox"/>	Routine shifts hours. Infrequent overtime, weekend, or shift rotation.
<input type="checkbox"/>	Considerable irregularity of hours due to frequent overtime, weekend or shift rotation.
<input checked="" type="checkbox"/>	Regular and/or frequent on-call availability; nature of work frequently requires irregular, unpredictable or particularly long hours.

**DEMANDS/DEADLINES:** Please select all that apply.

<input type="checkbox"/>	Little or no stress created by work, employees or public.
<input type="checkbox"/>	Intermittent or cyclical work pressures with occasional exposure to high stress work environments.
<input checked="" type="checkbox"/>	High volume and variable work demands and deadlines that impose strain on a routine basis; frequent direct contact with individuals or exposure to highly stressful situation, demands or pressures.

**I. EDUCATION, LICENSE, AND EXPERIENCE**

**EDUCATION**  
Please indicate the MINIMUM educational level required:

<input type="checkbox"/>	HS Diploma/GED	
<input type="checkbox"/>	Associate's Degree	Area of specialization/major:
<input checked="" type="checkbox"/>	Bachelor's Degree	Area of specialization/major: Any specialization will be considered.
<input type="checkbox"/>	Graduate Degree	Area of specialization/major:
<input type="checkbox"/>	Post Graduate Degree (PhD)	Area of specialization/major:
<input type="checkbox"/>	Professional Degree (Law, Medicine, etc.)	Area of specialization/major:
<input type="checkbox"/>	Other:	Please indicate:

**LICENSE/CERTIFICATION: (Please complete Section F on Page 3 for Driving Requirements/License(s))**  
What license(s), certification/certificate(s), registration(s), or other regulatory requirements/training:  
n/a

**WORK EXPERIENCE**  
Please indicate the MINIMUM number of years of practical experience required.

<input type="checkbox"/>	No experience	
<input type="checkbox"/>	Less than one year	Area(s) of experience:
<input type="checkbox"/>	One to three years	Area(s) of experience:
<input checked="" type="checkbox"/>	Three to five years	Area(s) of experience: Relationship building, monitoring of metrics
<input type="checkbox"/>	Five or more years	Area(s) of experience:

**SUPERVISORY/MANAGEMENT EXPERIENCE**

Please indicate the MINIMUM number of years of supervisory/management experience required.

<input type="checkbox"/> No experience	
<input type="checkbox"/> Less than one year	Area(s) of experience:
<input type="checkbox"/> One to three years	Area(s) of experience:
<input checked="" type="checkbox"/> Three to five years	Area(s) of experience: Must have been directly accountable for the management of personnel
<input type="checkbox"/> Five or more years	Area(s) of experience:

**Supervisory/Managerial:** If applicable, select the appropriate level of responsibility.

<input type="checkbox"/>	<b>Level 1</b> General instructing, scheduling, and reviewing the work of others performing the same or directly related work. Acts as "lead worker". Functional supervision only. Recommends personnel actions (hiring, termination, pay changes, etc.) but does not independently conduct.
<input type="checkbox"/>	<b>Level 2</b> Scheduling, supervision, and evaluation of work of employees who perform similar work assignments. Conducts all aspects of personnel actions (hiring, termination, pay changes, etc.).
<input type="checkbox"/>	<b>Level 3</b> Scheduling, supervision and evaluation of work as a "manager" of the first line supervisors; or perform supervision of workers who perform distinct and separate blocks of work. Oversees and conducts all aspects of personnel actions (hiring, termination, pay changes, etc.). Are there subordinate supervisors reporting to this job? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many?
<input type="checkbox"/>	<b>Level 4</b> Scheduling, supervision and evaluation of work as a superior of "managers". Administers through subordinate managers, departmental multi-function programs or operations. Oversees and conducts all aspects of personnel actions (hiring, termination, pay changes, etc.). Are there subordinate supervisors/managers reporting to this job? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many?
<input checked="" type="checkbox"/>	<b>Level 5</b> Scheduling, supervision, and evaluation of work as a superior of those in level 4. Are there subordinate supervisors/managers reporting to this job? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many? 4

**List the names of the Positions and/or Department(s)/Division(s) supervised/managed by this job:**

- Emergency Management Division
- Radio Services Division
- Emergency Medical Services Division
- 911 Communications Division

**J. ADDITIONAL COMMENTS**Please list additional items not covered in this questionnaire that would be helpful to the Compensation Department in understanding this job.

- This position will allow the OEM Director to focus on strategic initiatives and fiscal responsibilities by managing the day-to-day tempo of the Department. The Deputy will manage performance metrics to include data collection that is a key component to holding Division Directors accountable for their quarterly goals and deadlines.

Please provide additional information and/or language so that Employment & Staffing can include it in the job announcement (Providing that the Compensation Department has approved).

The OEM Deputy Director will increase awareness in our first responder communities by elevating communications with local Police, Fire, EMS and emergency management professionals on issues regarding racial equity, adding an order of magnitude to OEM's contributions in the County vision of becoming the healthiest County in Wisconsin.

**K. SIGNATURES****SUPERVISOR'S/MANAGER'S CONFIRMATION:**

I have completed and/or reviewed the contents of this job evaluation questionnaire and consent to its accuracy.

Supervisor/Manager Signature: *Christine D. Westrich*

Date: 2.17.2020

Department/Division Head Signature: *Christine D. Westrich*

Date: 2.17.2020

Email the completed form to: [hrcompensation@milwaukeecountywi.gov](mailto:hrcompensation@milwaukeecountywi.gov). Please ensure the subject line includes the Department High Org., and (if applicable) Low Org. number, Request Type (i.e. JEQ Request, JEQ Study,) (I.e. 1140/1140 JEQ Request)