



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:

- 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).
- To complete the questionnaire, please type and/or select your responses.
- 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

Department (High Org):	118	Division (Low Org):	1116
Contact for this Study	Name: Bess Earl	Email: bess.earl@milwaukeecountywi.gov	
	Title: Project Manager	Phone: 414-374-1921	
Current Job Title:	Intern	Current Job Code:	n/a
Health Screen Level:	00	Background Check Level:	1
Job Reports To:	Project Manager		
Request Type:	☒ Establish New ☐ Review ☐ Reclassification ☐ Reallocation ☐ Update Description ☐ Other, Specify		

B. JUSTIFICATION STATEMENT

1. Attach an organizational chart.
2. Explain the events or changes that made this request necessary.
In line with Milwaukee County's Vision and Strategic Plan, the Office of Strategy Budget and Performance (SBP) is moving forward with the creation of a more inclusive office setting through the allocation of funds for paid internship roles. By creating paid intern positions, SBP will allow for greater engagement across a more diverse set of students from local schools within Milwaukee County and increase exposure to public service and local government to people in Milwaukee County for which this experience may not have been previously possible. Additionally, this internship model provides cost-effective support in response to Milwaukee County's financial position while strengthening SBP's capacity to deliver on its mission of strategic alignment, fiscal health, and project management support.

C. ABOUT THE JOB

Job Status:	☐ Regular Full-Time	☐ Regular Part-Time	☒ Seasonal (Internship)	☐ Contract
Shift:	☐ Day	☐ Evening	☐ Night	☐ Other:
Hours Per Week:	☐ >40 Hours	☐ 32-40 Hours	☐ 20-32 Hours	☒ <20 Hours
Travel:	☐ Yes ☒ No If Yes, % Travel			
Will This Job Supervise/Manage?	☐ Supervise ☐ Manage # of Direct Reports: ☒ N/A			
Fiscal Responsibility: Responsible for annual operating budget for department(s)/division(s)?	☐ Yes ☒ No If yes, please provide total amount?			

D. JOB SUMMARY:

Briefly state, in several sentences, the principle purpose or function of the job. Respond by describing **What** the job is, **What** its major objective is, and **Why** does it exist.

The Intern position will advance the work of the Office of Strategy, Budget & Performance in the Project Management Office, Strategy, and Budget units. The Intern will provide project support, communications and engagement, and overall administrative and operational support to the office. The position will also support countrywide efforts in performance measurement, program management, and research and analysis. This internship exists to create opportunities for individuals to build the skills needed to be successful in a professional career, to foster a continued sense of public service within their communities, and to provide meaningful pathways to public sector careers for students.

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.	☐ Original ☒ New	Job Duty: Strategic Initiatives & Project Support	% of Time: 50
	<i>Descriptive:</i> The Intern will support strategic initiatives and projects which includes conducting research for Milwaukee County programs and services, performing data entry and analysis, and tracking project timelines and deliverables using project management tools. Intern will coordinate meetings including preparing agendas, presentations, and materials; note-taking; and following-up on action items. Intern will manage databases and tracking systems that support performance measurement, assist with program management, and support SBP priorities and initiatives.		
2.	☐ Original ☒ New	Job Duty: Communications & Engagement	% of Time: 35
	<i>Descriptive:</i> Interns will support communication efforts including drafting materials such as proposals, promotional materials, reports, presentations, social media content, newsletters, and stakeholder communications. The internship positions will also assist with internal and external engagement and event coordination including planning, logistics, and stakeholder outreach.		
3.	☐ Original ☒ New	Job Duty: Administrative & Operational Support	% of Time: 15
	<i>Descriptive:</i> Interns will provide general administrative support to ensure efficient workflows. This includes organizing and maintaining files and systems, documenting initiatives, and assisting with other administrative tasks as assigned based on SBP priorities.		
4.	☐ Original ☒ New	Job Duty:	% of Time:
	<i>Descriptive:</i>		

5.	☐ Original ☒ New	Job Duty:	% of Time:
	Descriptive:		
6.	☐ Original ☒ New	Job Duty:	% of Time:
	Descriptive:		
7.	☐ Original ☒ New	Job Duty:	% of Time:
	Descriptive:		
8.	☐ Original ☒ New	Job Duty:	% of Time:
	Descriptive:		

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.)					Not Applicable
a. Fork Truck or Powered Pallet Jack					
b. Lifting Devices (i.e. Jib Cranes, Slings and Tow Straps)					
c. Other					
2. Hand Tools/Instruments: (i.e. Power Tools, Equipment, Weapons, etc.)		X			Phone, PC, laptop, copier, calculation (general office equipment)
a. Chainsaw or other powered tree trimming devices					
b. Ladders					
c. Welding or Cutting Tools					
d. Respirator					
3. Personal Protective Equipment Required?	☐ Yes ☐ No	List Equipment:			
4. Lock Out Tag Out Devices Required?	☐ Yes ☐ No				
3. Driving required?	☐ Yes ☒ No	List License Types: (Required)			
		List License Types: (Preferred)			
4. Personal vehicle required?		☐ Yes ☒ No			
5. Please list all <u>Technology, Systems and Software Knowledge</u> required to perform the job:					
Basic	Intermediate	Advanced			
☐	☒	☐	Knowledge of all related computer and software applications, such as word processing and spreadsheets (Microsoft Suites tools).		
☐	☐	☐			

☐	☐	☐	Other:
☐	☐	☐	Other:

G. JOB COMPETENCIES

Internal/External Contacts: Please select all that apply.	
☒	Exchange of basic information with internal and/or external contacts.
☒	Maintain sensitive or confidential information.
☒	Explain and gather information, answer queries, or provide assistance to internal and/or external contacts.
☐	Persuade, conform or recommend course of action with internal and/or external contacts.
☐	Perform with a high degree of authority in securing understanding and cooperation with internal and/or external contacts.
☐	Maintain a continuing working relationship that can have a significant effect on the success of the organization.

Communication Skills: 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.	
☒	Read, write and comprehend simple instructions, reports, short correspondence and memos.
☒	Speak effectively before both internal and/or external groups.
☐	Read, analyze, and interpret safety rules, operating/maintenance instructions and procedure manuals, scientific/technical journals and procedures, government regulations, financial and legal documents.
☒	Prepare and/or present written communications that pertain to controversial and complex topics.

Decision-Making: Please select <u>only one</u> of the following:	
☒	Makes minimal decision-making responsibility.
☐	Makes decisions of responsibility involving evaluation of information; decisions may require development or application of alternatives or precedents.
☐	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.
☐	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.

Complexity, Judgment and Problem Solving: Please select all that apply.	
☒	Understand and follow instructions.
☒	Execute decisions within limits of standard policy and procedures.
☒	Interpret and adapt to established practices and procedures using independent judgment to meet situations to which applications are not clearly defined.
☐	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.
☐	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.					
PHYSICAL DEMANDS	N/A	Seldom (<25%)	Occasional (25% - 50%)	Frequent (50% - 75%)	Always (>75%)
Standing	☐	☐	☒	☐	☐
Walking	☐	☐	☒	☐	☐
Running	☒	☐	☐	☐	☐
Sitting	☐	☐	☐	☒	☐
Reaching	☐	☐	☒	☐	☐
Climbing	☒	☐	☐	☐	☐
Driving	☒	☐	☐	☐	☐
Bending/Kneeling	☐	☒	☐	☐	☐
Hearing	☐	☐	☐	☐	☒
Talking	☐	☐	☐	☐	☒

Visual	☐	☐	☐	☐	☒		
Typing	☐	☐	☐	☐	☒		
Writing	☐	☐	☐	☐	☒		
Fine Dexterity	☒	☐	☐	☐	☐		
Manual Dexterity	☒	☐	☐	☐	☐		
Upper Extremity Repetitive Motion	☒	☐	☐	☐	☐		
Lifting/Carrying (lbs.)	☐ up to 05	☐ up to 10	☐ up to 15	☐ up to 20	☒ up to 25	☐ up to 30	☐ up to
Pushing/Pulling (lbs.)	☐ up to 05	☐ up to 10	☐ up to 15	☐ up to 20	☒ up to 25	☐ up to 30	☐ up to

NON-PHYSICAL DEMANDS	N/A	Seldom (<25%)	Occasional (25% - 50%)	Frequent (50% - 75%)	Always (>75%)
Analysis/Reasoning	☐	☐	☐	☒	☐
Communication/Interpretation	☐	☐	☐	☐	☒
Math/Mental Computation	☐	☒	☐	☐	☐
Reading	☐	☐	☐	☐	☒
Sustained Mental Activity (i.e. auditing, problem solving, grant writing, composing reports)	☐	☐	☒	☐	☐
Other:	☐	☐	☐	☐	☐

ENVIRONMENTAL DEMANDS	N/A	Seldom (<25%)	Occasional (25% - 50%)	Frequent (50% - 75%)	Always (>75%)
Work Independently	☐	☐	☐	☒	☐
Task Changes	☐	☐	☐	☒	☐
Tedious/Exacting Work	☐	☐	☐	☒	☐
High Volume Public Contact	☐	☐	☐	☒	☐
Dust	☒	☐	☐	☐	☐
Temperature Extremes	☒	☐	☐	☐	☐
Loud Noises	☒	☐	☐	☐	☐
Physical Danger	☒	☐	☐	☐	☐
Toxic Substances (i.e. solvents, pesticides, etc.)	☒	☐	☐	☐	☐
Chemicals (i.e. cleaning supplies, chlorine, etc.)	☒	☐	☐	☐	☐
Chemical Spills exceeding 5 gallons	☒	☐	☐	☐	☐
Confined Space Entry for Rescue	☒	☐	☐	☐	☐
Confined Space Entry for Non-rescue	☒	☐	☐	☐	☐
Elevations Above 4 Feet	☒	☐	☐	☐	☐
Trench or Excavation	☒	☐	☐	☐	☐
Work Around Antennas and/or Solar Systems	☒	☐	☐	☐	☐
Exposure to Blood Borne Pathogens	☒	☐	☐	☐	☐
First Aid, CPR and AED	☒	☐	☐	☐	☐
Other:	☐	☐	☐	☐	☐

WORK SCHEDULE: Please select all that apply.	
☒	Routine shifts hours. Infrequent overtime, weekend, or shift rotation.
☐	Considerable irregularity of hours due to frequent overtime, weekend or shift rotation.
☐	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.	
☐	Little or no stress created by work, employees or public.

☒	Intermittent or cyclical work pressures with occasional exposure to high stress work environments.
☐	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:

☒ HS Diploma/GED	
☐ Associate's Degree	Area of specialization/major:
☐ Bachelor's Degree	Area of specialization/major:
☐ Graduate Degree	Area of specialization/major:
☐ Post Graduate Degree (PhD)	Area of specialization/major:
☐ Professional Degree (Law, Medicine, etc.)	Area of specialization/major:
☐ 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:

Not Applicable

WORK EXPERIENCE

Please indicate the MINIMUM number of years of practical experience required.

☐ No experience	
☒ Less than one year	<i>Area(s) of experience:</i> Preference is given to individuals with experience in interest areas related to political science, public administration, economics, urban studies, journalism, public relations, project management, research, and/or communications.
☐ One to three years	<i>Area(s) of experience:</i>
☐ Three to five years	<i>Area(s) of experience:</i>
☐ Five or more years	<i>Area(s) of experience:</i>

SUPERVISORY/MANAGEMENT EXPERIENCE

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

☒ No experience	
☐ Less than one year	<i>Area(s) of experience:</i>
☐ One to three years	<i>Area(s) of experience:</i>
☐ Three to five years	<i>Area(s) of experience:</i>
☐ Five or more years	<i>Area(s) of experience:</i>

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

☐	Level 1 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.
☐	Level 2 Scheduling, supervision, and evaluation of work of employees who perform similar work assignments. Conducts all aspects of personnel actions (hiring, termination, pay changes, etc.).
☐	Level 3 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? ☐ Yes ☐ No If yes, how many?
☐	Level 4 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? ☐ Yes ☐ No If yes, how many?
☐	Level 5 Scheduling, supervision, and evaluation of work as a superior of those in level 4. Are there subordinate supervisors/managers reporting to this job? ☐ Yes ☐ No If yes, how many?

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

•

J. ADDITIONAL COMMENTS

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

•

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).

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: *Ashley Adsit*

Date: 10/27/25

Department/Division Head Signature:

JOSEPH LAMERS

Date:

10/31/2025

Email the completed form to: 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)