



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:

| | | | |
|-------------------------------|--|--|------|
| Department (High Org): | 480 | Division (Low Org): | 4802 |
| Contact for this Study | Name: Paul Riegel | Email: PAUL.RIEGEL@MILWAUKEECOUNTYWI.GOV | |
| | Title: EM Division Director | Phone: 262-339-2804 | |
| Current Job Title: | GIS Coordinator | | |
| Job Reports To: | Title: EM Division Director | | |
| Request Type: | <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:

| |
|---|
| 1. Attach an organizational chart. |
| 2. Explain the events or changes that made this request necessary. |
| The need for geospatial analytical skills within the Office of Emergency Management has grown significantly in quantity and scope of work over the last year due to a larger demand in analytics for guiding strategy, programs, and operations. To manage the increased workload and support a transparent data-driven culture, an additional OEM GIS position is required to ensure that data is informing OEM, County-wide EMS, and the County's racial equity strategy. |

C. ABOUT THE JOB:

| | | | | |
|--|---|--|---|------------------------------------|
| Job Status: | <input checked="" type="checkbox"/> Regular Full-Time | <input type="checkbox"/> Regular Part-Time | <input type="checkbox"/> Seasonal | <input type="checkbox"/> Contract |
| Shift: | <input checked="" type="checkbox"/> Day | <input type="checkbox"/> Evening | <input type="checkbox"/> Night | <input type="checkbox"/> Other: |
| Hours Per Week: | <input checked="" type="checkbox"/> >40 Hours | <input type="checkbox"/> 32-40 Hours | <input type="checkbox"/> 20-32 Hours | <input type="checkbox"/> <20 Hours |
| Travel: | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, % Travel 5 | | | |
| Will This Job Supervise/Manage? | <input type="checkbox"/> Supervise <input type="checkbox"/> Manage | | <input checked="" type="checkbox"/> N/A # of Direct Reports: | |

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 purpose of this position is to conduct geospatial operations for OEM by executing projects that turn big data into actionable resources to be used in data-driven decision-making with a focus on public health and racial equity. Primary work involves conducting data cleansing, manipulation, analysis, and visualization utilizing multiple tools. Specific expertise is needed in Esri products, Python, SQL, and R. |

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 it can be understood by someone not familiar with this kind of work. Weight the approximate percentage of allocated work time for each functional work activity (Round to the nearest 5%). 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 type="checkbox"/> New | Job Duty: Data Manipulation & Programming | % of Time: 30 |
| | <i>Descriptive:</i> Utilize a variety of technological tools (Microsoft Excel, Power BI, R, SQL, machine learning tools, Python, HTML, and Esri ArcGIS Suite) to clean, manipulate, transform, analyze, and automate big data and related processes. | | |
| 2. | <input type="checkbox"/> Original <input type="checkbox"/> New | Job Duty: Data Analysis & Presentation | % of Time: 20 |
| | <i>Descriptive:</i> Develop and employ descriptive, diagnostic, and prescriptive analytics to spot trends and patterns, identify causes of outcomes, and identify actions to take to drive strategy. Visualize and communicate findings strategically via a business intelligence tool. | | |
| 3. | <input type="checkbox"/> Original <input type="checkbox"/> New | Job Duty: Coordinate with Local, Regional, State, Federal, & Private Partners | % of Time: 10 |
| | <i>Descriptive:</i> Coordinate with technical and non-technical partners to set data strategy, identify opportunities for process improvements, recommend system modifications, and develop policies for data governance. | | |
| 4. | <input type="checkbox"/> Original <input type="checkbox"/> New | Job Duty: Develop & Maintain Geospatial Data and MSAG. | % of Time: 10 |
| | <i>Descriptive:</i> Includes data on desktop, web, and mobile applications. Coordinates customer address locations w/ vendor; tower locations & routing w/wireless telephone carriers. Meets data accuracy, content standards for QA compliance. Maintains the Master Street Address Guide (MSAG). | | |
| 5. | <input type="checkbox"/> Original <input type="checkbox"/> New | Job Duty: Knowledge of GIS concepts related to E9-1-1 and NG9-1-1 | % of Time: 10 |
| | <i>Descriptive:</i> Stays abreast of developments in GIS hardware and software and makes recommendations to update systems. Understanding of National Emergency Number Association's Next Generation 911 GIS/Mapping and system standards. | | |
| 6. | <input type="checkbox"/> Original <input type="checkbox"/> New | Job Duty: Support Guidance of Departmental GIS Services | % of Time: 5 |
| | <i>Descriptive:</i> Participate in the definition of strategies related to the development, documentation, and delivery of GIS products that visualize and communicate data strategically. Participate in overall data strategy for OEM and County. | | |
| 7. | <input type="checkbox"/> Original <input type="checkbox"/> New | Job Duty: Provide Ongoing System Maintenance of GIS Technical Infrastructure | % of Time: 5 |
| | <i>Descriptive:</i> Provide ongoing maintenance of the GIS technical infrastructure, coordinating with CAD vendor, IMSD, MCLIO and participate in the management the organization's ArcGIS Online home page, users, groups, and access to GIS resources. | | |
| 8. | <input type="checkbox"/> Original <input type="checkbox"/> New | Job Duty: Emergency Operations Support | % of Time: 5 |
| | <i>Descriptive:</i> Support the Emergency Operations Center (EOC) when activated as required. | | |
| 9. | <input type="checkbox"/> Original <input type="checkbox"/> New | Job Duty: All other duties as required | % of Time: 5 |
| | <i>Descriptive:</i> Other duties as required by the direction of the EM Division Director, including supporting the Countywide goal of achieving Racial Equity and advancing public health. | | |
| 10. | <input type="checkbox"/> Original <input type="checkbox"/> New | Job Duty: | % of Time: |
| | <i>Descriptive:</i> | | |

F. EQUIPMENT, TOOLS & MATERIALS

| 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) | | | | |
| 2. Hand Tools/Instruments: (i.e. Power Tools, PC's, office or laboratory equipment, weapons, etc.) | X | | | Laptops, desktops, general office equipment |
| 3. Driving required? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | | |

G. JOB COMPETENCIES

| Internal Contacts: Please select all that apply. | |
|---|--|
| <input checked="" type="checkbox"/> | Contact with employees or others primarily at a routine level involving basic information exchange. |
| <input checked="" type="checkbox"/> | Contact with peers and others involving explanation of information (these contacts may be within or outside department or division), and the gathering of factual information. May include the communication of sensitive or confidential information. |
| <input type="checkbox"/> | Contact across departments or divisions with employees involving persuasion of others, absent formal authority, to conform to a policy interpretation or recommended course of action. |
| <input type="checkbox"/> | Contact that requires a high degree of authority in securing understanding and cooperation of multiple departments or interests. |
| External Contacts: Please select all that apply. | |
| <input type="checkbox"/> | No contact with people outside the organization. |
| <input type="checkbox"/> | Limited external contact to: gather information, answer queries, or ask assistance. |
| <input checked="" type="checkbox"/> | Frequent external contact to: gather information, answer queries, or ask assistance. |
| <input checked="" type="checkbox"/> | External contact involving a requirement to maintain a continuing external working relationship with individuals, or organizations. |
| <input type="checkbox"/> | External contact involving the initiation and maintenance of relationships 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. | |
| <input checked="" type="checkbox"/> | Read, write and comprehend simple instructions, short correspondence and memos. |
| <input checked="" type="checkbox"/> | Read and interpret safety rules, operating/maintenance instructions and procedure manuals. |
| <input checked="" type="checkbox"/> | Write routine reports, correspondence, and speak effectively before both internal and external groups. |
| <input checked="" type="checkbox"/> | Read, analyze, and interpret business manuals, technical procedures and/or government regulations. |
| <input checked="" type="checkbox"/> | Read, analyze, and interpret scientific and technical journals, financial reports and legal documents. |
| <input checked="" type="checkbox"/> | Prepare and/or present written communications that pertain to controversial and complex topics. |
| Decision-Making: Please select <u>only one</u> of the following: | |
| <input type="checkbox"/> | Requires minimal decision-making responsibility. |
| <input checked="" type="checkbox"/> | Regularly makes decisions involving how a project or operation will be conducted (i.e. sequence or method), and generally from an available set of alternatives or precedents. |
| <input type="checkbox"/> | Regularly makes decisions of responsibility, involving evaluation of information. Decisions may require development or application of alternatives or precedents. |
| <input type="checkbox"/> | Regularly makes significant decisions and final results, typically affecting the entire department. Available guides or precedents are limited. Has authority over the allocation of resources. |
| <input type="checkbox"/> | Significant responsibility for decisions and final results, affecting 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 type="checkbox"/> | Major responsibility for decisions and final recommendation, which may result in the formulation of strategic plans of action to achieve the broad objectives for the organization. |
| <input type="checkbox"/> | Primary work responsibility involves the long-range future including the scope, direction and goals of the organization. |

| Complexity, Judgment and Problem Solving: Please select all that apply. | |
|--|---|
| <input checked="" type="checkbox"/> | Work of a relatively routine nature. Requires the ability to understand and follow instructions. |
| <input checked="" type="checkbox"/> | Structured work, following a limited variety of standard practices. |
| <input checked="" type="checkbox"/> | Generally structured work, but involving a choice of action within limits of standard policy and procedures. |
| <input checked="" type="checkbox"/> | Generally diversified and moderately difficult work. Requires judgment in the adaptation and interpretation of established practices and procedures to meet problems and situations to which the application is not clearly defined. |
| <input checked="" type="checkbox"/> | Typically difficult or complex work. Generally governed by broad instructions and objectives usually involving frequently changing conditions and problems. |
| <input checked="" type="checkbox"/> | Work requires the ability to plan and perform work in light of new or constantly changing problems, work from broad instruction, and deal with complex factors not easily evaluated. Decisions require considerable judgment, initiative, and ingenuity in areas there is little precedent. |
| <input type="checkbox"/> | Work requires the ability to act independently in the formulation and administration of policies and programs for major departments or functions. |

| Supervisory/Managerial: If applicable, select the appropriate level of responsibility. | |
|---|--|
| <input type="checkbox"/> | 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. |
| <input type="checkbox"/> | Level 2 Recommends personnel actions (hiring, termination, pay changes). Involves scheduling, supervision, and evaluation of work of employees who perform similar work assignments. |
| <input type="checkbox"/> | 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. |
| <input type="checkbox"/> | Level 4 Scheduling, supervision, and evaluation of work as a superior of "managers". Administers through subordinate managers, departmental multi-function programs or operations. |
| <input type="checkbox"/> | Level 5 Scheduling, supervision, and evaluation of work as a superior of those in level 4. |

| List the names of the Department(s)/Division(s) supervised/managed by this job: | |
|--|--|
| • | |

| | | |
|---|---|-------------------|
| Are there subordinate supervisors/managers reporting to this job? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | If yes, how many? |
|---|---|-------------------|

| Fiscal Responsibility: | | |
|--|---|--------------------------------------|
| Responsible for annual operating budget for department(s)/division(s)? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | If yes, please provide total amount? |

- Go To Next Page -

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.

| <u>PHYSICAL DEMANDS</u> | N/A | Seldom (<25%) | Occasional (25% - 50%) | Frequent (50% - 75%) | Always (>75%) |
|--|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Standing | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Walking/Running | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input 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 checked="" type="checkbox"/> | <input 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"/> |
| Fine Dexterity | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Manual Dexterity | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Upper Extremity Repetitive Motion | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Lifting/Carrying | 50 lbs. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Pushing/Pulling | 50 lbs. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <u>NON-PHYSICAL DEMANDS</u> | N/A | Seldom (<25%) | Occasional (25% - 50%) | Frequent (50% - 75%) | Always (>75%) |
| 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"/> |
| Writing | <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"/> |
| <u>ENVIRONMENTAL DEMANDS</u> | N/A | Seldom (<25%) | Occasional (25% - 50%) | Frequent (50% - 75%) | Always (>75%) |
| Work Alone | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Frequent Task Changes | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Tedious/Exacting Work | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| High Volume Public Contact | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Dust | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Temperature Extremes | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Loud Noises | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Physical Danger | <input checked="" type="checkbox"/> | <input 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 checked="" type="checkbox"/> | Routine shift hours. Infrequent overtime, weekend, or shift rotation. |
| <input type="checkbox"/> | Considerable irregularity of hours due to frequent overtime, weekend or shift rotation. |
| <input type="checkbox"/> | Regular and/or frequent on-call availability. |
| <input type="checkbox"/> | Nature of work frequently requires irregular, unpredictable or particularly long hours. (I.e. covering double shifts, etc.) |

DEMANDS/DEADLINES: Please select all that apply.

| | |
|-------------------------------------|--|
| <input type="checkbox"/> | Little or no stress created by work, employees, or public. |
| <input checked="" type="checkbox"/> | Occasional stress due to deadlines or workload because of intermittent or cyclical work pressures, or occasional exposure to distressed individuals within the immediate work environment. |
| <input type="checkbox"/> | High volume and variable work demands and deadlines impose strain on routine basis or considerable stress intermittently; OR regular direct contacts with distressed individuals within the immediate work environment; and/or exposure to demands and pressures from persons other than immediate supervisor. |
| <input type="checkbox"/> | Work requires frequent, substantive contacts with people in highly stressful situations; delicacy and unpredictability of contacts routinely creates considerable strain or heavy stress regularly. |

I. EDUCATION, EXPERIENCE AND LICENSE**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: GIS, geography, comp. sci. or related |
| <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 checked="" type="checkbox"/> | Other: | Please indicate: or 4 years or more of equivalent experience |

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 checked="" type="checkbox"/> | One to three years | Area(s) of experience: technical experience in data management and GIS mapping |
| <input type="checkbox"/> | Three to five years | Area(s) of experience: |
| <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 checked="" 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 type="checkbox"/> | Three to five years | Area(s) of experience: |
| <input type="checkbox"/> | Five or more years | Area(s) of experience: |

LICENSE/CERTIFICATION:

What license(s), certification/certificate(s), registration(s), or other regulatory requirements/training:

| |
|--|
| |
|--|

J. ADDITIONAL COMMENTS

Please list additional items not covered in this questionnaire that you feel would be helpful in understanding the job.

| |
|---|
| <ul style="list-style-type: none"> • Strong communicator, collaborator, and relationship-builder required • 1+ years experience with Esri ArcGIS Suite • 1+ years experience in data analytics and reporting for decision-making • 1+ years experience in visualizing data including the use of a Business Intelligence tool, preferably ArcGIS Online • 1+ years experience working with large datasets and data management systems with the goal of data integrity • 1+ years experience with programming languages such as Python, SQL, and R required • Experience with Computer Aided Dispatch (CAD) data sources, geocoding, and/or parcel mapping preferred |
|---|

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.

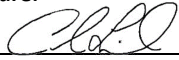
Supervisor/Manager Signature:



Date:

1/9/2023

Department/Division Head Signature:



Date:

1/19/2023

Email the completed form to: HRCompensation@milwcnty.com. Please ensure the subject line includes the request type and Department (High Org.) number. (I.e. 2013 STUDY 1140)

Received by Human Resources - Compensation Department
Analyzed by Human Resources - Compensation Department

Initials:
Initials:

Date:
Date: