



## MILWAUKEE COUNTY

### JOB EVALUATION QUESTIONNAIRE\*\*\*\*\*MCDOT/AIRPOT JEQ PROJECT\*\*\*\*\*

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

<b>Department (High Org):</b>	Airport 5040	<b>Division (Low Org):</b>	Airport Admin 5041
<b>Contact for this Study</b>	Name: Brian Dranzik	Email: bdranzik@mitchellairport.com	
	Title: Airport Director	Phone: (414) 747-5322	
<b>Current Job Title:</b>	<b>NEW CREATE – Director of Administration</b>	<b>Current Job Code:</b>	<b>NEW CREATE</b>
<b>Health Screen Level:</b>	<b>00 - None</b>	<b>Background Check Level:</b>	<b>6 - Airport</b>
<b>Job Reports To:</b>	Title: Airport Director		
<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"/> <b>Other, Specify-FAMILY GROUP</b>		

#### B. JUSTIFICATION STATEMENT

<b>1. Attach an organizational chart.</b>
<b>2. Explain the events or changes that made this request necessary.</b>
This is a new position request within the Airport. This is an executive/senior leadership level position that is necessary due to the size of the Airport System, growth of functions within the Airport System that have a need for dedicated high level oversight including recently formed divisions, and complexity of the Airport System operating and regulatory environment.

#### 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No    If Yes, % Travel			
<b>Will This Job Supervise/Manage?</b>	<input type="checkbox"/> Supervise		<input checked="" type="checkbox"/> Manage # of Direct Reports: 5	<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? \$7m			

#### 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 Director of Administration for the Airport System will provide strategic and functional oversight of enterprise-wide administrative services including the following divisions: Business Intelligence and Performance Mgmt, Information Technology and GIS, Planning, and Contracts Administration. The position will also serve as the Airport's primary liaison to DAS – Risk Management and Human Resources.
The Airport System includes both MKE and LJT airports. The Airport System is a \$130 million a year enterprise. 6 – 7 million passengers a year utilize the MKE facility alone.

**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: Business Intelligence and Performance Management	% of Time: 15
	<i>Descriptive:</i> Guide the strategic development of the newly formed Business Intelligence and Performance Management function (BI). This includes the development and implementation of policies and procedures that will be utilized across the entire Airport System for how data is stored, utilized, and visualized. The BI team is responsible for working with Airport Business Units to analyze data to identify and create meaningful performance measures and evolve toward predictive analytics for strategic mgmt. of the Airport System over time.		
2.	<input type="checkbox"/> Original <input checked="" type="checkbox"/> New	Job Duty: Information Technology and GIS	% of Time: 15
	<i>Descriptive:</i> Guide the strategic development and implementation for the Airport System's future technology roadmap. The Airport System is one of the only County departments that has its own IT department that is separate from IMSD. This is in part due to the complexity, high availability nature, and ever evolving technology profile of the Airport and its tenants including airlines, restaurant concessionaries, retail locations, rental car companies, etc. This also includes consistent strategic coordination with IMSD for the Airport's reliance on countywide systems such as Infor, Dayforce, etc. The Airport's IT department also includes the Airport's own standalone Geographical Information System (GIS) staff and software applications. The GIS system is utilized for extensive asset inventory and management, maintenance work order system, as well as for operational compliance reporting to the FAA.		
3.	<input type="checkbox"/> Original <input checked="" type="checkbox"/> New	Job Duty: Airport Planning	% of Time: 15
	<i>Descriptive:</i> Oversee development of the Airport System's short and long range planning activities, including coordination with appropriate Federal and State regulatory agencies that govern Airport System development and operations, to ensure current and future transportation needs are able to be met given forecasted growth over the long term planning horizon. Airport Planning also includes responsibility for aircraft operation noise monitoring, statistics, and ADA compliance.		
4.	<input type="checkbox"/> Original <input checked="" type="checkbox"/> New	Job Duty: Contracts Administration	% of Time: 15
	<i>Descriptive:</i> Guide the strategic development and implementation of the newly formed Contracts Administration function (Contracts). The Airport has a substantial contracts and procurement profile in number of transactions, duration of agreements, financial magnitude of agreements, and regulatory complexity of the contractual environment. This has grown over time to where a dedicated Contracts Manager was created to carry out the day-to-day functions and to coordinate with the Office of Corporation Counsel and DAS – Procurement.		
5.	<input type="checkbox"/> Original <input checked="" type="checkbox"/> New	Job Duty: Risk Management and Human Resources	% of Time: 15
	<i>Descriptive:</i> Serve as the primary liaison for the Airport System to the central County functions of DAS – Risk Management and Human Resources. Due to the Airport System's size and complexity, both of these central departments have dedicated staff deployed on site at MKE. The Director of Administration will lead the Airport's ongoing coordination and programmatic efforts for these centralized functions.		
6.	<input type="checkbox"/> Original <input checked="" type="checkbox"/> New	Job Duty: Administrative Services Delivery and Evaluation	% of Time: 12.5
	<i>Descriptive:</i> Monitors and evaluates the overall efficiency and effectiveness of Airport System administrative services including delivery methods and procedures; assesses and monitors workload, administrative and support systems; identifies opportunities for improvement and directs the implementation of changes.		
7.	<input type="checkbox"/> Original <input checked="" type="checkbox"/> New	Job Duty: Regulatory Research and Analysis, Records Management	% of Time: 12.5

*Descriptive:* Regulatory Research and Analysis - Through subordinate managers researches and analyzes advisory circulars, legislation, and other proposed regulatory changes for assigned functional areas and advises on their impact upon the Airport System as well as directs their implementation.

Records Management – Oversight for records management including retention and destruction. Coordination of open records processes for the Airport in conjunction with and under the advice of Corporation Counsel.

8.	<input type="checkbox"/> Original <input type="checkbox"/> New	Job Duty:	% of Time:
	<i>Descriptive:</i>		
9.	<input type="checkbox"/> Original <input type="checkbox"/> New	Job Duty:	% of Time:
	<i>Descriptive:</i>		
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)				
2. Hand Tools/Instruments: (i.e. Power Tools, Equipment, Weapons, etc.)	X			PC, general office equipment
3. Driving required?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	List License Types: (Required)		
		List License Types: (Preferred)		
4. Personal vehicle required?	<input type="checkbox"/> Yes <input checked="" 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 type="checkbox"/>	<input type="checkbox"/>	Other:	
<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.

**Decision-Making:** Please select only one 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 checked="" 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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>		
Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Fine Dexterity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Manual Dexterity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Upper Extremity Repetitive Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Lifting/Carrying (lbs.)	<input type="checkbox"/> up to 05	<input type="checkbox"/> up to 10	<input checked="" type="checkbox"/> up to 15	<input type="checkbox"/> up to 20	<input type="checkbox"/> up to 25	<input type="checkbox"/> up to 30	<input type="checkbox"/> up to
Pushing/Pulling (lbs.)	<input type="checkbox"/> up to 05	<input type="checkbox"/> up to 10	<input checked="" type="checkbox"/> up to 15	<input type="checkbox"/> up to 20	<input type="checkbox"/> up to 25	<input type="checkbox"/> up to 30	<input type="checkbox"/> up to

<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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Task Changes	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" 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"/>

<b>WORK SCHEDULE:</b> Please select all that apply.	
<input checked="" 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 type="checkbox"/>	Regular and/or frequent on-call availability; nature of work frequently requires irregular, unpredictable or particularly long hours.

<b>DEMANDS/DEADLINES:</b> 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**

<b>EDUCATION</b>	
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: Public Admin/Policy, Business, Law, 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 type="checkbox"/>	Other: Please indicate:

<b>LICENSE/CERTIFICATION:</b> (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:

<b>WORK EXPERIENCE</b>	
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 two years Area(s) of experience:
<input type="checkbox"/>	Two to five years Area(s) of experience:
<input checked="" type="checkbox"/>	Five or more years Area(s) of experience: Experience in overseeing multiple enterprise wide functional areas

<b>SUPERVISORY/MANAGEMENT EXPERIENCE</b>	
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 type="checkbox"/> Three to five years	Area(s) of experience:
<input checked="" type="checkbox"/> Five or more years	Area(s) of experience: 8 years management exper which must incl at least 5 years senior/exec lvl mgmt

<b>Supervisory/Managerial:</b> 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 checked="" 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many? 4
<input 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 type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many?

<b>List the names of the Positions and/or Department(s)/Division(s) supervised/managed by this job:</b>	
<ul style="list-style-type: none"> <li>Airport Business Intelligence and Performance Management Division</li> <li>Airport Information Technology Division</li> <li>Airport Planning Division</li> <li>Airport Contracts Manager</li> <li>Responsible for Airport coordination with the centralized County functions of DAS – Risk Management and Human Resources</li> </ul>	

**J. ADDITIONAL COMMENTS**

Please list additional items not covered in this questionnaire that would be helpful to the <u>Compensation Department</u> in understanding this job.	
<ul style="list-style-type: none"> <li>Graduate degree or other advanced degree preferred, but not required</li> <li>Prior airport/aviation experience preferred but not required</li> <li>American Association of Airport Executive (AAAE) designation as a C.M. or A.A.E. accreditation preferred but not required</li> </ul>	

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

**K. SIGNATURES**

<b>SUPERVISOR'S/MANAGER'S CONFIRMATION:</b>	
I have completed and/or reviewed the contents of this job evaluation questionnaire and consent to its accuracy.	
Supervisor/Manager Signature: <i>Not Applicable</i>	Date:
Department/Division Head Signature: <i>Brian Dranzik</i>	Date: 5/9/2024

Email the completed form to: [Marco.Gruchalski@milwaukeecountywi.gov](mailto:Marco.Gruchalski@milwaukeecountywi.gov) ; [Arvis.Williams@milwaukeecountywi.gov](mailto:Arvis.Williams@milwaukeecountywi.gov) and [Dajanae.Maxwell@milwaukeecountywi.gov](mailto:Dajanae.Maxwell@milwaukeecountywi.gov). Please ensure the subject line includes the following:

**MCDOT/AIRPORT JEQ PROJECT -UPDATED JEQ**

