



BE A FORCE

Milwaukee Police Department
Police Administration Building
749 West State Street
Milwaukee, Wisconsin 53233
<http://www.milwaukee.gov/police>

Edward A. Flynn
Chief of Police

(414) 935-7200

January 17, 2012

The Board of the
Fire and Police Commissioners
200 East Wells Street, Room 706
Milwaukee, WI 53202

RE: RECLASSIFICATION REQUEST

Dear Commissioners:

I am respectfully requesting the vacant position of Assistant Chief of Police be reclassified to Inspector of Police. The Department is currently authorized two Inspector of Police positions (Pay Range 4Q). This reclassification will coincide with a reorganization of the Department. I propose to reduce the four major functional areas of the Department to three: Administration Bureau, Neighborhood Policing Bureau and the Criminal Investigation Bureau. Each Bureau will have an Inspector of Police as the second in command. The reorganization will be submitted under separate cover.

The current organizational structure has two Inspector of Police assigned to Neighborhood Policing Bureau and the Criminal Investigation Bureau. By reorganizing the Bureaus to three and adding one Inspector of Police position, this will allow each Bureau to have a designated second in command.

Accordingly, I request that this reclassification request be referred to the Department of Employee Relations (DER) for study. Department representatives are prepared to assist DER staff with this reclassification review process.

Sincerely,



EDWARD A. FLYNN
CHIEF OF POLICE

Attachments

EAF:vw

JOB DESCRIPTION

FOR DER USE ONLY	
Vacancy No. _____	_____
City Service Commission _____	Finance Committee _____
Fire & Police Commission _____	Common Council _____

Instructions: Complete all sections except No. 11. Refer to the "Guidelines for Preparing Job Descriptions" for instructions on completing specific items.

1. Date Prepared/ Revised: 08-19-09		2. Present Incumbent: Darryl Winston		Is incumbent underfilling position? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
3. Date Filled:		4. Previous Incumbent: Edward Liebrecht		If YES, indicate underfill title in box 10.	
5. Department: Police Department			Bureau: Criminal Investigation Division: Criminal Investigations unit		Unit: Section:
6. Work Location: Police Administration Building Room 311			Telephone: 935-7802 Email: dwinst@milwaukee.gov		Work Schedule: Hours: 7:00 am to 3:00 pm / Days: Monday-Friday Required to adjust hrs.
7. Represented by a Union? NO		8. Bargaining Unit: Management, Police (Sworn) If in District Council 48, chose a Local: None			9. FLSA Status: EXEMPT
10.	Official Title: Inspector of Police			Pay Range	Job Code
				SG12	5313
	Underfill Title (if applicable):				
	Requested Title (if applicable):				
Recommended Title (DER Use Only):			Approved by: _____		
			Date: _____		

11. BASIC FUNCTION OF POSITION:

As second in command of the Criminal Investigation Bureau, the incumbent assigned to this position operates as the "Chief of Operations" for all the four operational divisions within the Criminal Investigation Bureau. The Criminal Investigation Bureau consists of two support/administrative divisions, those being the Intelligence Fusion Center, and the Investigative Management Division, and four operational divisions, those being the Neighborhood Investigations Division, Organized Crimes Division (including MDEG and HIDTA), Sensitive Crimes Division, Violent Crimes Division.

12. DESCRIPTION OF JOB (Check if description applies to Official Title or Underfill Title):

A. ESSENTIAL FUNCTIONS/Duties and Responsibilities: (Refer to the "Guidelines for Preparing Job Descriptions" for instructions on determining Essential Functions.)

% of Time	ESSENTIAL FUNCTION
35%	Operational Function - The overall objective of the position is to provide executive leadership to the operational component of the Criminal Investigation Bureau and to assist the Assistant Chief in the effective and efficient management of the resources allocated to all of the Divisions/Centers under the command of the Criminal Investigation Bureau and to act as the Commander of the Criminal Investigation Bureau in the Assistant Chief's absence. Further to work cooperatively with the public to enforce the law, preserve the peace, reduce crime, and provide for a safe environment for the public by ensuring in the pro-active deployment of Criminal Investigation Bureau personnel resources and equipment where they are needed to detect, investigate, and reduce crime.
30%	Supervisory (command) Function - Assist in managing and holding to account subordinate commanding officers and supervisors to ensure that directives of the Chief of Police are properly carried out, that effective command and control is maintained at all supervisory levels, that productivity standards are maintained (or increased), and that crime is reduced.
30%	Planning/Development Function - Responsible for planning and development of initiatives to improve efficiencies in the allocation of personnel resources and equipment assigned to the Criminal Investigation Bureau, to effectively manage overtime expenditures (and to comply with all other budgeting requirements applicable to the Criminal Investigation Bureau), to devise meaningful measures and standards of Criminal

% of Time	ESSENTIAL FUNCTION
	Investigation Bureau productivity, to devise ways and means of recording/reporting crime data useful to the Chief and Department commanders/supervisors in reducing crime, and to foster cooperation between the various bureaus and units of the Department (as well as other City departments and other agencies) that interact with the Criminal Investigation Bureau. This includes the increased use of electronic means to accomplish this task(s).
5%	<ul style="list-style-type: none"> • Representational Function – Responsible for representing the Chief, or Assistant Chief of the Criminal Investigation Bureau before, (a) community (or other interest) groups, and (b) elected officials and/or elected/appointed Boards/Commissions/Committees. To provide assistance to the Chief, Assistant Chief, Assistant Chief of the Criminal Investigation Bureau and the Personnel Administrator in labor relations related matters.
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B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
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C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

James Harpole Assistant Chief of Police, Criminal Investigation Bureau.

D. SUPERVISION RECEIVED: (Describe the extent to which work assignments and methods are outlined, reviewed, and approved by this position's supervisor.)

General supervision is received from the Assistant Chief of the Criminal Investigation Bureau. The Incumbent in this position is expected with minimal direct supervision, to demonstrate initiative, resourcefulness, creativity, independence and diligence in performing the duties and responsibilities of the position.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = 348.

Direct Supervision: List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following:

a. Assign duties		e. Sign or approve work
b. Outline methods		f. Make hiring recommendations
c. Direct work in progress		g. Prepare performance appraisals
d. Check or inspect completed work		h. Take disciplinary action or effectively recommend such
Number Supervised	Job Title	Extent of Supervision Exercised (Select those that apply from list above, a - h)
6	Captain of Police	A,b,c,d,e, and h.
36	Lieutenant of Detectives	A, b,d,e, and h.

F. MINIMUM QUALIFICATIONS REQUIRED: (Indicate the MINIMUM qualifications required to enter the job.)

i. Education and Experience:

Baccalaureate degree in criminal justice or other related field.

ii. Knowledge, Skills and Abilities:

Excellent management, leadership, and interpersonal skills/abilities.

Excellent problem solving, creative/analytical thinking skills/abilities.

Ability to develop and enhance supervisory skills of subordinate commanding officers, supervisors and to foster greater cooperation with both supervisors rank and rank and file members, toward meeting Bureau and Department objectives.

iii. Certifications, Licenses, Registrations:

iv. Other Requirements:

Excellent Communication skills, both oral and written.

13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED

The Americans with Disabilities Act of 1993 requires job descriptions to provide detailed information regarding the physical demands required to perform the essential functions of a job; the conditions under which the job is performed; and the tools and equipment the employee will be required to use on the job. Reasonable accommodations may be made to enable qualified individuals to perform the essential duties and responsibilities of the job for each of the categories listed below.

G. PHYSICAL ACTIVITY OF THE POSITION: (List the physical activities that are representative of those that must be met to successfully perform the essential functions of the job).

CHECK ALL THAT APPLY:

<input type="checkbox"/>	Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like; using feet and legs and/or hands and arms. Body agility is emphasized. Check only if the amount and kind of climbing required exceeds that required for ordinary locomotion.
<input type="checkbox"/>	Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. Check only if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
<input type="checkbox"/>	Stooping: Bending body downward and forward by bending spine at the waist. Check only if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
<input type="checkbox"/>	Kneeling: Bending legs at knee to come to a rest on knee or knees.
<input type="checkbox"/>	Crouching: Bending the body downward and forward by bending leg and spine.
<input type="checkbox"/>	Crawling: Moving about on hands and knees or hands and feet.
<input type="checkbox"/>	Reaching: Extending Hand(s) and arm(s) in any direction.
<input type="checkbox"/>	Standing: Particularly for sustained periods of time.
<input type="checkbox"/>	Walking: Moving about on foot to accomplish tasks, particularly for long distances.
<input type="checkbox"/>	Pushing: Using upper extremities to exert force in order to draw, press against something with steady force in order to thrust forward, downward or outward.
<input type="checkbox"/>	Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
<input type="checkbox"/>	Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Check only if it occurs to a considerable degree and requires substantial use of the upper extremities and back muscles.
<input type="checkbox"/>	Fingering: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand

<input type="checkbox"/>	or arm, as in handling.
<input type="checkbox"/>	Grasping: Applying pressure to an object with fingers and palm.
<input type="checkbox"/>	Feeling: Perceiving attributes of objects such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips.
<input checked="" type="checkbox"/>	Talking: Expressing or exchanging ideas by means of the spoken word. Those activities which demand detailed or important instructions spoken to other workers accurately, loudly or quickly.
<input checked="" type="checkbox"/>	Hearing: Perceiving the nature of sounds with no less than a 40 db loss. Ability to receive oral communication and make fine discriminations in sound.
<input type="checkbox"/>	Repetitive Motions: Substantial movements (motions) of the wrist, hands, and/or fingers.
<input checked="" type="checkbox"/>	Driving: Minimum standards required by State Law (including license).

H. PHYSICAL REQUIREMENTS OF THE POSITION: (List the physical requirements that are essential functions of the job.)

CHECK ONE:

<input checked="" type="checkbox"/>	Sedentary Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
<input type="checkbox"/>	Light Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for Light Work.
<input type="checkbox"/>	Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
<input type="checkbox"/>	Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
<input type="checkbox"/>	Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

I. VISUAL ACUITY REQUIREMENTS: (List the visual acuity requirements that are essential functions of the job.)

CHECK ONE:

<input type="checkbox"/>	Operators (Electronic Equipment), Inspection, Close Assembly, Clerical, Administrative: This is a minimum standard for use with those whose job requires work done at close visual range (i.e. preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small parts, operation of machines, using measurement devices, assembly or fabrication of parts).
<input type="checkbox"/>	Machine Operators, Mechanics, Skilled Trades people: This is a minimum standard for use with those whose work deals with machines where the seeing job is at or within arm's reach. This also includes mechanics and skilled trades people and those who do work of a non-repetitive nature such as carpenters, technicians, service people, plumbers, painters, mechanics, etc. (If the machine operator also inspects, check the "Operators" box.)
<input type="checkbox"/>	Mobile Equipment Operators: This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
<input type="checkbox"/>	Other: This is a minimum standard based on the criteria of accuracy and neatness of work for janitors, sweepers, etc.

J. THE CONDITIONS THE WORKER WILL BE SUBJECT TO IN THIS POSITION:

List the environmental/working conditions to which the employee may be exposed while performing the essential functions of the job. Include scheduling considerations such as on-call for emergencies, rotating shift, etc. **Approximate Percentage of time performing fieldwork: 5%**

CHECK ALL THAT APPLY:

<input checked="" type="checkbox"/>	None: The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work).
<input type="checkbox"/>	The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes (i.e. warehouses, covered loading docks, garages, etc.)
<input type="checkbox"/>	The worker is subject to outside environmental conditions: No effective protection from weather.
<input type="checkbox"/>	The worker is subject to extreme cold: Temperatures below 32 degrees for period of more than one hour.
<input type="checkbox"/>	The worker is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour.

<input type="checkbox"/>	The worker is subject to noise: There is sufficient noise to cause the worker to shout in order to be heard above the surrounding noise level.
<input type="checkbox"/>	The worker is subject to vibration: Exposure to oscillating movements of the extremities or whole body.
<input type="checkbox"/>	The worker is subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places or exposure to chemicals.
<input type="checkbox"/>	The worker is subject to atmospheric conditions: One or more of the following conditions that affect the respiratory system or the skin: Fumes, odors, dust, mists, gases or poor ventilation.
<input type="checkbox"/>	The worker is subject to oil: There is air and/or skin exposure to oils and other cutting fluids.
<input type="checkbox"/>	The worker is required to wear a respirator.

K. MACHINE, TOOLS, EQUIPMENT, ELECTRONIC DEVICES, SOFTWARE, ETC. USED BY POSITION:

List equipment needed to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)

CHECK ALL THAT APPLY:

<input type="checkbox"/> Camera and photographic equipment	<input checked="" type="checkbox"/> Office Equipment (desk, chair, telephone, etc.)
<input type="checkbox"/> Cleaning supplies	<input checked="" type="checkbox"/> Office supplies (pens, staplers, pencils, etc.)
<input type="checkbox"/> Commercial vehicle	<input type="checkbox"/> Packing materials (boxes, shrink wrap, etc.)
<input checked="" type="checkbox"/> Data processing equipment	<input checked="" type="checkbox"/> PC equipment (monitor, keyboard, printer, etc.)
<input type="checkbox"/> Handcart	<input type="checkbox"/> PC software
<input type="checkbox"/> Hand tools (<i>please list</i>):	
<input type="checkbox"/> Office Machines (<i>check all that apply</i>): <input checked="" type="checkbox"/> Copier <input checked="" type="checkbox"/> Facsimile <input checked="" type="checkbox"/> Calculator <input type="checkbox"/> Cash register	
<input type="checkbox"/> Other (<i>please list</i>):	

L. SUPPLEMENTARY INFORMATION: (Indicate any other information which further explains the importance, difficulty, or uniqueness of the position, such as its scope of responsibility related to finances, equipment, people, information, etc. Also indicate success factors such a personal characteristics that contribute to an individual's ability to perform well in the job, and any other special considerations.)

M. I believe that the statements made above in describing this job are complete and accurate:

Signature of Department Head or Designated Representative

10-22-08

JOB DESCRIPTION

DRAFT - DRAFT

Instructions: Complete all sections except No. 11. Refer to the "Guidelines for Preparing Job Descriptions" for instructions on completing specific items.

FOR DER USE ONLY	
Vacancy No.:	
City Service Commission:	Finance Committee:
Fire & Police Commission:	Common Council:

1. Date Prepared/ Revised: 10-9-08	2. Present Incumbent: Four (4) Positions	Is incumbent underfilling position? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		
3. Date Filled: Various	4. Previous Incumbent:	If YES, indicate underfill title in box 10.		
5. Department: Milwaukee Police Department		Bureau: Office of the Chief Division:	Unit: Section:	
6. Work Location: 749 West State Street		Telephone: 935-7770 Email:	Work Schedule: Hours: 40 / Days: 5	
7. Represented by a Union? NO	8. Bargaining Unit: Management, Non Represented If in District Council 48, chose a Local: None		9. FLSA Status: EXEMPT	
10.	Official Title: Assistant Chief of Police	Pay Range 16	Job Code 5632	EEO Code
	Underfill Title (if applicable):			
	Requested Title (if applicable):			
	Recommended Title (DER Use Only)	Approved by _____ Date _____		

11. **BASIC FUNCTION OF POSITION:** Provide strategic leadership and direction for the Milwaukee Police Department under consultation with the Chief of Police. Manager a major department function, such as Neighborhood Policing, Criminal Investigations, Administration, or Inspections, in a manner that drives performance to address key department priorities and objectives. An Assistant Chief may be responsible for oversight and management of the Department in the Chief's absence.

12. **DESCRIPTION OF JOB** (Check if description applies to Official Title or Underfill Title):

A. ESSENTIAL FUNCTIONS/Duties and Responsibilities: (Refer to the "Guidelines for Preparing Job Descriptions" for instructions on determining Essential Functions.)

% of Time	ESSENTIAL FUNCTION
35	<u>Operational Responsibility</u> <ul style="list-style-type: none"> Responsible for the effective and efficient operation and management of a Bureau of the Department and all units therein. Directing personnel and resources to effectively achieve the objectives of the Bureau and the Department in a manner that reflects professional policing standards set forth by the Department and in a manner that builds the confidence of the Milwaukee community in the Department ability to maintain a safe and secure environment. Keeping the Chief of Police informed of major incidents as soon as they occur. Coordinating activities of the Bureau with other Bureaus in the Department. Serving on the Executive Command Staff in a manner that keeps other members fully informed of the status of Bureau initiatives and activities.
35	<u>Leadership Responsibilities</u> <ul style="list-style-type: none"> Responsible for monitoring and holding accountable subordinate commanding officers and supervisors to ensure that policies and directives of the Department and the Chief of Police are properly carried out. Ensuring effective command and control is maintained at all supervisory levels. Ensuring that productivity standards are met, and that performance objectives of the Bureau are met and those expenditures do not exceed limits set by the Chief of Police. Ensuring that immediate subordinates are aware of Departmental priorities and strategies. Ensuring that all personnel in their units are productive, adhere to the highest ethical standards and reflect

% of Time	ESSENTIAL FUNCTION
	policies and procedures of the Department. <ul style="list-style-type: none"> • Ensuring that guidance, career development and mentoring, as well as discipline is administered in a fair and equal basis within the Bureau. • Providing leadership to subordinates. • Assuming command of Bureau operations at times of major incidents that require mobilization or major use of Bureau resources.
25	Planning and Development Responsibilities <ul style="list-style-type: none"> • Responsible for planning and development of initiatives to improve efficiencies in the allocation of personnel resources and equipment. • Preparing an annual operating budget proposal. • Devising meaningful measures and standards for Bureau performance measurement. • Planning for collaboration with public and private sector organizations to undertake joint initiatives that will improve Bureau performance and develop information-sharing with other law enforcement agencies that will further departmental objectives.
5	Liaison Responsibilities <ul style="list-style-type: none"> • Representing the Chief before community groups, elected officials, boards or committees. • Provide assistance to the Chief of Police, other Assistant Chiefs, and Department and City personnel officials in labor relations related matters.

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
	<ul style="list-style-type: none"> • Other duties as assigned.

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Chief of Police Edward A. Flynn

D. SUPERVISION RECEIVED: (Describe the extent to which work assignments and methods are outlined, reviewed, and approved by this position's supervisor.)

Direction and supervision received from the Chief of Police.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = **2900+**. Total number of employees for whom responsible, either directly or indirectly will vary according to the Bureau to which assigned, but represents a major portion of the personnel assigned to the Department.

Direct Supervision: List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following:

a. Assign duties		e. Sign or approve work
b. Outline methods		f. Make hiring recommendations
c. Direct work in progress		g. Prepare performance appraisals
d. Check or inspect completed work		h. Take disciplinary action or effectively recommend such
Number Supervised	Job Title	Extent of Supervision Exercised (Select those that apply from list above, a - h)

a. Assign duties	e. Sign or approve work
b. Outline methods	f. Make hiring recommendations
c. Direct work in progress	g. Prepare performance appraisals
d. Check or inspect completed work	h. Take disciplinary action or effectively recommend such

Number Supervised	Job Title	Extent of Supervision Exercised (Select those that apply from list above, a - h)

F. MINIMUM QUALIFICATIONS REQUIRED: (Indicate the MINIMUM qualifications required to enter the job.)

Education and Experience:

Baccalaureate degree in criminal justice or other related field.

Command experience in all phases of law enforcement.

Knowledge, Skills and Abilities:

Proven leadership and supervisory skills including the ability to effectively plan and organize activities and resources, establish priorities, effectively delegate and motivate subordinates to accomplish goals.

Ability to reach logical, reasonable, and acceptable conclusions and recommendations based on the evidence at hand.

Ability to identify, implement and evaluate policies and procedures in compliance with strategic needs of the Department and priorities established by the Chief.

Displays initiative, problem solving, creative/analytical thinking skills and abilities.

Ability to develop and enhance management skills of senior executive staff members, and to foster greater cooperation between Bureaus and among key units of the Department.

Excellent communication skills, including the ability to organize and present relatively complex material in a clear, concise and accurate manner, both orally and in writing.

Ability to establish and maintain collaborative working relationships with other City agencies and other public officials, other government entities, policy makers, elected officials and community stakeholders.

Ability to understand and adequately respond to different perspectives and points of view while maintaining appropriate management control.

i. Certifications, Licenses, Registrations:

Law Enforcement Standard Bureau

ii. Other Requirements:

13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED

The Americans with Disabilities Act of 1993 requires job descriptions to provide detailed information regarding the physical demands required to perform the essential functions of a job; the conditions under which the job is performed; and the tools and equipment the employee will be required to use on the job. Reasonable accommodations may be made to enable qualified individuals to perform the essential duties and responsibilities of the job for each of the categories listed below.

G. PHYSICAL ACTIVITY OF THE POSITION: (List the physical activities that are representative of those that must be met to successfully perform the essential functions of the job).

CHECK ALL THAT APPLY:

<input type="checkbox"/>	Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like; using feet and legs and/or hands and arms. Body agility is emphasized. Check only if the amount and kind of climbing required exceeds that required for ordinary locomotion.
<input type="checkbox"/>	Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. Check only if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
<input checked="" type="checkbox"/>	Stooping: Bending body downward and forward by bending spine at the waist. Check only if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
<input checked="" type="checkbox"/>	Kneeling: Bending legs at knee to come to a rest on knee or knees.
<input type="checkbox"/>	Crouching: Bending the body downward and forward by bending leg and spine.
<input type="checkbox"/>	Crawling: Moving about on hands and knees or hands and feet.
<input checked="" type="checkbox"/>	Reaching: Extending Hand(s) and arm(s) in any direction.
<input checked="" type="checkbox"/>	Standing: Particularly for sustained periods of time.
<input checked="" type="checkbox"/>	Walking: Moving about on foot to accomplish tasks, particularly for long distances.
<input type="checkbox"/>	Pushing: Using upper extremities to exert force in order to draw, press against something with steady force in order to thrust forward, downward or outward.
<input type="checkbox"/>	Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
<input type="checkbox"/>	Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Check only if it occurs to a considerable degree and requires substantial use of the upper extremities and back muscles.
<input checked="" type="checkbox"/>	Fingering: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
<input type="checkbox"/>	Grasping: Applying pressure to an object with fingers and palm.
<input type="checkbox"/>	Feeling: Perceiving attributes of objects such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips.
<input checked="" type="checkbox"/>	Talking: Expressing or exchanging ideas by means of the spoken word. Those activities which demand detailed or important instructions spoken to other workers accurately, loudly or quickly.
<input checked="" type="checkbox"/>	Hearing: Perceiving the nature of sounds with no less than a 40 db loss. Ability to receive oral communication and make fine discriminations in sound.
<input type="checkbox"/>	Repetitive Motions: Substantial movements (motions) of the wrist, hands, and/or fingers.
<input checked="" type="checkbox"/>	Driving: Minimum standards required by State Law (including license).

H. PHYSICAL REQUIREMENTS OF THE POSITION: (List the physical requirements that are essential functions of the job.)

CHECK ONE:

<input type="checkbox"/>	Sedentary Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
<input checked="" type="checkbox"/>	Light Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for Light Work.
<input type="checkbox"/>	Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
<input type="checkbox"/>	Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
<input type="checkbox"/>	Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

I. **VISUAL ACUITY REQUIREMENTS:** (List the visual acuity requirements that are essential functions of the job.)

CHECK ONE:

<input type="checkbox"/>	Operators (Electronic Equipment), Inspection, Close Assembly, Clerical, Administrative: This is a minimum standard for use with those whose job requires work done at close visual range (i.e. preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small parts, operation of machines, using measurement devices, assembly or fabrication of parts).
<input type="checkbox"/>	Machine Operators, Mechanics, Skilled Tradespeople: This is a minimum standard for use with those whose work deals with machines where the seeing job is at or within arm's reach. This also includes mechanics and skilled tradespeople and those who do work of a non-repetitive nature such as carpenters, technicians, service people, plumbers, painters, mechanics, etc. (If the machine operator also inspects, check the "Operators" box.)
<input type="checkbox"/>	Mobile Equipment Operators: This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
<input type="checkbox"/>	Other: This is a minimum standard based on the criteria of accuracy and neatness of work for janitors, sweepers, etc.

J. **THE CONDITIONS THE WORKER WILL BE SUBJECT TO IN THIS POSITION:**

List the environmental/working conditions to which the employee may be exposed while performing the essential functions of the job. Include scheduling considerations such as on-call for emergencies, rotating shift, etc. **Approximate Percentage of time performing field work:** _____%

CHECK ALL THAT APPLY:

<input checked="" type="checkbox"/>	None: The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work).
<input type="checkbox"/>	The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes (i.e. warehouses, covered loading docks, garages, etc.)
<input type="checkbox"/>	The worker is subject to outside environmental conditions: No effective protection from weather.
<input type="checkbox"/>	The worker is subject to extreme cold: Temperatures below 32 degrees for period of more than one hour.
<input type="checkbox"/>	The worker is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour.
<input type="checkbox"/>	The worker is subject to noise: There is sufficient noise to cause the worker to shout in order to be heard above the surrounding noise level.
<input type="checkbox"/>	The worker is subject to vibration: Exposure to oscillating movements of the extremities or whole body.
<input type="checkbox"/>	The worker is subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places or exposure to chemicals.
<input type="checkbox"/>	The worker is subject to atmospheric conditions: One or more of the following conditions that affect the respiratory system or the skin: Fumes, odors, dust, mists, gases or poor ventilation.
<input type="checkbox"/>	The worker is subject to oil: There is air and/or skin exposure to oils and other cutting fluids.
<input type="checkbox"/>	The worker is required to wear a respirator.

K. **MACHINE, TOOLS, EQUIPMENT, ELECTRONIC DEVICES, SOFTWARE, ETC. USED BY POSITION:**

List equipment needed to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)

CHECK ALL THAT APPLY:

<input type="checkbox"/> Camera and photographic equipment	<input checked="" type="checkbox"/> Office Equipment (desk, chair, telephone, etc.)
<input type="checkbox"/> Cleaning supplies	<input checked="" type="checkbox"/> Office supplies (pens, staplers, pencils, etc.)
<input type="checkbox"/> Commercial vehicle	<input type="checkbox"/> Packing materials (boxes, shrink wrap, etc.)
<input type="checkbox"/> Data processing equipment	<input checked="" type="checkbox"/> PC equipment (monitor, keyboard, printer, etc.)
<input type="checkbox"/> Handcart	<input checked="" type="checkbox"/> PC software
<input type="checkbox"/> Hand tools (please list):	
<input type="checkbox"/> Office Machines (check all that apply): <input checked="" type="checkbox"/> Copier <input checked="" type="checkbox"/> Facsimile <input type="checkbox"/> Calculator <input type="checkbox"/> Cash register	
<input type="checkbox"/> Other (please list):	

L. SUPPLEMENTARY INFORMATION: (Indicate any other information which further explains the importance, difficulty, or uniqueness of the position, such as its scope of responsibility related to finances, equipment, people, information, etc. Also indicate success factors such a personal characteristics that contribute to an individual's ability to perform well in the job, and any other special considerations.)

M. I believe that the statements made above in describing this job are complete and accurate:

Signature of Department Head or Designated Representative