



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

September 30, 2013

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

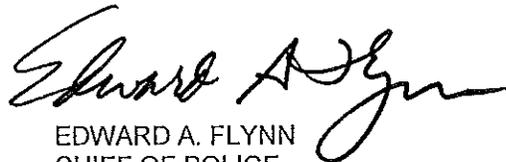
RE: RECLASSIFICATION REQUEST

Dear Commissioners:

I am respectfully requesting the vacant position of Public Relations Manager be reclassified to Media Producer. The Department is currently authorized one position of Media Producer (Pay Range 2EN) and one position of Public Relations Manager (Pay Range 2JX). This reclassification will be a downgrade from the Public Relations Manager position. The Department is in need of another Media Producer position to assist with technical support for presentations and equipment, production of web and television videos of press conferences and public affairs events. For reference, attached are job descriptions for both positions.

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: pkr

JOB DESCRIPTION

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

Instructions: Complete all sections. Refer to the *Guidelines for Preparing Job Descriptions* for instructions on completing specific items.

1. Date Prepared/ Revised: June 15, 2010		2. Present Incumbent: Jon D. Rieman		Is incumbent underfilling position? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> If YES, indicate Underfill Title in box 10.	
3. Date Filled: 9/21/2008		4. Previous Incumbent: Elizabeth Penlesky			
5. Department: Police Department		Bureau: Division:		Unit: Section:	
6. Work Location: 6680 N. Teutonia Avenue		Telephone: 414-935-7945 Email: JRIEMA@MILWAUKEE.GOV		Work Schedule: Hours: 8 AM- 4 PM / Days: M-F	
7. Represented by a Union? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		8. Bargaining Unit: Local 218, Aleasp, Police Support Serv If in District Council 48, which local?		9. FLSA Status (check one): <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	
10. Official Title: AUDIOVISUAL SPECIALIST II				Pay Range	Job Code
				505	02831
Underfill Title (if applicable):					
Requested Title (if applicable):					
Recommended Title (DER Use Only):				Approved by:	EEO Code
				Date:	304

11. BASIC FUNCTION OF POSITION:

The Audiovisual Specialist II provides technical support for presentations and presentation equipment, photographs and records video to document training and department operations, produces web and television videos of press conferences and public affairs events.

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
20%	• Post Production – digital non-linear editing, requires the ingest of raw video into computer, editing and trimming selections, signal processing and enhancing, audio mixing, title creation, photo retouching, graphic creation, sound enhancing and mixing. CD/DVD mastering and authoring, web posting and network distribution.
20%	• Production – Direct video production including blocking (where action happens), setup lighting, capture sound, operate video camera, incorporate external media including photographs, slides and other collateral and hard copy.
20%	• Pre-Production – production needs evaluation, planning meetings, scheduling, script writing, 8/17?

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

% of Time	ESSENTIAL FUNCTION
	storyboarding, outlining, music selection, copyright clearances, support material research, cast and crew scheduling, actor releases, acquisition of materials and supplies, set design, lighting design and securing equipment.
10%	<ul style="list-style-type: none"> Media/Public Affairs – Provide setup and support for press conferences and other media related requests. Photograph and document media coverage.
10%	<ul style="list-style-type: none"> Maintenance Installations – Routine maintenance on audiovisual systems throughout the department and on production equipment. Make emergency repairs to field equipment. Install new equipment and check for operational problems.
5%	<ul style="list-style-type: none"> Training – provide training on proper equipment operations; provide suggestions and know-how on operational capabilities.
5%	<ul style="list-style-type: none"> Office Bookkeeping – Report writing on projects; grant writing, day-to-day operational bookkeeping, and budget management of \$25,000 annual section budget, equipment/parts ordering for maintaining \$250,000 of section equipment as well as for other department AV equipment.
5%	<ul style="list-style-type: none"> Research or attend training/sales seminars on new technology, upgrades and repair techniques and other duties as requested.
	<ul style="list-style-type: none">
	<ul style="list-style-type: none">

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
5%	<ul style="list-style-type: none"> MEETINGS – Department operations meetings to stay current of department happenings to see how/where technology can play a role and implement those findings.
	<ul style="list-style-type: none">
	<ul style="list-style-type: none">
	<ul style="list-style-type: none">
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	<ul style="list-style-type: none">
	<ul style="list-style-type: none">
	<ul style="list-style-type: none">

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Captain David Zibolski

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

Minimum supervision is required. Seek approvals/guidance when needed from the Captain. Incumbent works independently on projects and scheduling. Requests are filled based on timeline, priority and chain of command. Project requests are often directed by the Chief and Assistant Chiefs.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = 0.

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)

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

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.)

- i. Education and Experience:
Bachelors Degree in communications, media relations, advertising, journalism or related field or an Associated Degree in electronics, visual arts, video/TV/film production or related filed. Position requires minimum of four years in professional video production, ad agency or TV/print news outlet.
- ii. Knowledge, Skills and Abilities:
Proficiency with Final Cut Pro, Motion Compressor, DVD Studio, Quicktime, Soundtrack Pro and other video production software. Knowledge of photo mechanic, photoshop or other editing software. Familiarity with IEEE Standards and building codes for low voltage wiring. Ability to make/create own audio, video and computer cables with various connectors (i.e. RJ11, RJ12, RJ45, XLR, BNC, F). Familiarity with wireless communications, such as wireless internet, G3 and G4 technologies, the use of Blackberry technology and social media/networking is required.
- iii. Certifications, Licenses, Registrations:
No certifications required - Avid or Final Cut Pro certificate is desired.. Must have a valid drivers license.
- iv. Other Requirements:
Abiltiy to communicate oral and written. Public/Media relations abilities, poise tact and courtesy are essential. Must be able to maintain high level of confidentiality. Famili arity and ability to operate in a quazi-military environment.

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 checked="" 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 checked="" 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

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	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 checked="" 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 checked="" 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 checked="" type="checkbox"/>	Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
<input checked="" 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 checked="" 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 checked="" 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 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 checked="" 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 checked="" 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 checked="" 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 checked="" 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 checked="" 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:

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the 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 type="checkbox"/>	None: The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work).
<input checked="" 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 checked="" type="checkbox"/>	The worker is subject to outside environmental conditions: No effective protection from weather.
<input checked="" type="checkbox"/>	The worker is subject to extreme cold: Temperatures below 32 degrees for period of more than one hour.
<input checked="" type="checkbox"/>	The worker is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour.
<input checked="" 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.)

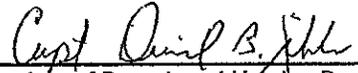
CHECK ALL THAT APPLY:

<input checked="" type="checkbox"/>	Camera and photographic equipment	<input checked="" type="checkbox"/>	Office Equipment (desk, chair, telephone, etc.)
<input checked="" type="checkbox"/>	Cleaning supplies	<input checked="" type="checkbox"/>	Office supplies (pens, staplers, pencils, etc.)
<input checked="" 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 checked="" type="checkbox"/>	Handcart	<input checked="" type="checkbox"/>	PC software
<input checked="" type="checkbox"/>	Hand tools (please list): Saws, hammers, screw drivers, speciality electronics repair tools		
<input type="checkbox"/>	Office Machines (check all that apply): <input type="checkbox"/> Copier <input 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 as personal characteristics that contribute to an individual's ability to perform well in the job, and any other special considerations.)

This position has frequent contact with all levels of city, county, and state government as well as high-ranking officials of the Milwaukee Police Department and other outside agencies. The Audiovisual Specialist II must possess the creative ability to visualize a setting with talent for visual problem solving and have exceptional organizational skills and be detailed oriented. Excellent reading writing, grammar and spelling skills are necessary to compose and revise scripts. The incumbent must have the ability to work well under high-pressure stressful situations, as some assignments are impromptu with immediate deadlines. Ability to maintain composure when exposed to some realities of the police profession are essential when riding along with sworn officers for video production and will be exposing him or herself of some of the dangers of police work. Position requires individual to be on-call 24/7 including nights and holidays to meet the needs of this agency.

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



 Signature of Department Head or Designated Representative

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

JOB DESCRIPTION

City Service
Commission

Finance
Committee

Fire & Pol
Commission

Common
Council

Instructions: Complete all sections except No. 11 and submit 3 copies.
For Action, copies to: Employee Relations, Department, and Incumbent.

1. Present Incumbent ANNE E. SCHWARTZ		2. Date Prepared 11/22/05	
3. Date Filled	4. Previous Incumbent KAREN PRIDE GARVIN		
5. Department MILWAUKEE POLICE DEPARTMENT		Bureau Division OFFICE OF THE CHIEF	Unit
6. Work Location POLICE ADMINISTRATION BUILDING 749 W. STATE ST.		Telephone 935-7725	Schedule MON-FRI DAYS
7. Title, Pay Range, and Class Code	Present Title PUBLIC RELATIONS MANAGER		Pay Range 007
	Requested Title		Class Code
8. Represented? Yes No <input checked="" type="checkbox"/>	<p>DO NOT COMPLETE THIS BLOCK</p> <p>11. RECOMMENDED TITLE AND PAY RANGE: Same as Present <input type="checkbox"/> Change (Explain Below) <input type="checkbox"/> Date: _____</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Compensation Services Manager</p>		
9. Bargaining Unit			
10. FLSA Status <input checked="" type="checkbox"/> Exempt Non exempt			

- **BASIC FUNCTION OF POSITION:** Under the direction of the Chief of Police, the Public Relations Manager performs a full range of professional duties relating to public relations functions in the Milwaukee Police Department. The Public Relations Manager coordinates all aspects of general public information and community relations programs designed to establish and promote the agency's identity and positive image.

13. **DESCRIPTION OF JOB:** (Describe the specific duties and responsibilities of the job as accurately and completely as possible. Use additional sheet if necessary.)

A. DUTIES AND RESPONSIBILITIES: (Break job into component parts as you would describe it to the incumbent. Indicate the approximate percentage of time devoted to each major task or group of related tasks. List the most important duties and responsibilities first. Include responsibilities related to employee safety and affirmative action goals for management positions.)

Communication Responsibilities

- Coordinate local, state and national media relations and serve as a media resource for all divisions of the Milwaukee Police Department.
- Directs a full range of internal public relations for the Milwaukee Police Department and its 2,590 members.
- Coordinates preparation and dissemination of Department newsletter.
- Principal Advisor to the Chief on media matters, government affair issues, counsel on lobbying efforts in Madison and Milwaukee, information on legislative issues of interest to the Department and public speaking opportunities.
- Maintain news media contacts, respond to inquiries from members of the news media, arrange news conferences and briefings and disseminate news releases. Foster positive image of Department by proactively generating news stories.
- Manage Department's Ride Along program by approving all Ride Along requests, working with City Attorney to ensure Department compliance.
- Be available on call to respond to scenes of critical incidents and to establish and coordinate news coverage in response to public information.
- Attend daily media briefings.

13 cont.

- Work with City Attorney's office on Open Records issues. Keep Department's Public Information Policy SOP up to date with regards to Open Records laws. Maintain awareness and understanding of open meeting/open records laws and the First Amendment.
- Research citizen needs, investigate special problems, complaints or concerns brought to the Public Relations Manager and make recommendations for Department response.
- Supervise the release of sensitive information about victims, witnesses, suspects, agency investigations, operations and other information that could be detrimental to individuals or to the criminal justice process.
- Act as a consultant and coach to Department members in media interviews and public presentations.
- Develop community outreach programs, coordinating programs and publicity with the private sector and Department.

Editorial Functions

- Write news releases, brochures, flyers, reports, articles and other public information materials and specialized publications.
- Write speeches and op-ed pieces for Chief of Police and/or Assistant Chief of Police; represent the Department by delivering speeches to community groups in the Chief's absence.
- Oversee the Department's Web site, submitting content and working with data services personnel regarding content.

Liaison Duties

- Liaison with the Mayor's office, Common Council and other city departments, citizen customers and community groups. Serve on task forces and committees, and attend meetings as assigned by the Chief of Police or the Assistant Chief of Police to represent the Department.
- Keep community stakeholders aware of news involving the Department by attending community meetings and issuing press releases.
- Act as Department communication liaison to state and federal government agencies in the instance of Homeland Security occurrences.
- Interface with members of the Common Council and other law enforcement agencies, including the military, and facilitate their involvement in Department announcements when appropriate.
- Serve as Commissioner and Department liaison to the Milwaukee Commission on Police Community Relations.

B. Name and title of Immediate Supervisor CHIEF OF POLICE

C. SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

Immediate supervisor provides review of completed jobs, but does not require prior approval of assignments, methods or work produced.

D. SUPERVISION EXERCISED

- 2 Total number of employees for whom responsible, either directly or indirectly.

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; (b) outline methods; (c) direct work in process; (d) check or inspect completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisals; (h) take disciplinary action or effectively recommend such.

1 Graphic Designer II

1 Audiovisual Specialist II

- Supervise Department staff who provide public information services, including writing, graphics design, photography, television, broadcast and internet programming and other communications services.

E. QUALIFICATIONS REQUIRED: (Indicate the more important qualifications required for filling a vacancy--such as education, experience, knowledge, skills, and abilities, including specific physical abilities.)

Bachelor of Arts Degree in Journalism, Public Relations, Mass Communications or related field. Awareness and understanding of open meetings/open records laws and First Amendment. Demonstrated verbal and written communication skills. Ability to work with diverse groups.

F. SUPPLEMENTARY INFORMATION: (Indicate any other information which further explains the importance, difficulty, or responsibility of the position, such as amount of budget or number and variety of items in warehouse or files, or special personality characteristics.)

- 24 - hour on-call availability to respond to extreme and emergent situations while maintaining complete control.
- Able to meet deadlines under pressure.
- Ability to maintain high level of flexibility.

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

Signature of Department Head or Designated Representative

Signature of Incumbent