



## Department of Civil Rights

Lucia Nunez, Director

### Equal Opportunities Division

210 Martin Luther King, Jr. Boulevard, Room 523  
Madison, Wisconsin 53703  
PH 608 266 4910  
FAX 608 266 6514  
TTY/Textnet 866 704 2314  
www.cityofmadison.com

### EOC Committee Membership Application

Individuals interested in becoming a member of a Committee of the Madison Equal Opportunities Commission (MEOC) are required to complete this application, attach their resume and submit the form to the Commission for its consideration.

Rule 1.5 of the Commission requires that committee membership "be representative of advocacy groups, residents, protected classes as contained in the [Equal Opportunities] Ordinance, private sector representatives and social service agencies may have concern with the subject matter of the committee, and shall be committed to the principle of equal opportunities."

Section 3.27 of the Madison General Ordinance requires that EOC Employment Subcommittee members be a city residents or a representative of a company located within the City of Madison.

This application has been formulated to assure diversity on the MEOC committees as well as to determine that applicants meet eligibility requirements.

Please fill in the application and forward it to:

Annie Weatherby-Flowers, Investigator/Conciliator  
Madison Equal Opportunities Division  
210 Martin Luther King, Jr. Blvd., Room 523  
Madison, WI 53703

Date 02/11/2016 Madison Ald. Dist. 18 Ward 35

Name Jason Hiller

Home Address 4217 Mandrake Rd., Madison, WI 53704

Employer The QTI Group

Job Title Safety & Compliance Coordinator

Address 702 E. Washington Avenue, Madison, WI 53703

Home Phone No. 608-445-1051 Office Phone No. 608-257-1057

Fax No. 608-663-4805 Email Address jason.hiller@qtigroup.com

Application for membership on

EOC Employment Subcommittee

1. Why are you interested in serving on this Committee?

I am interested in furthering the important mission of the Madison EOC Employment Subcommittee, as well as providing important employer feedback to city government with regard to the subject matter.

2. The Rules of the EOC require that committee members have a demonstrated commitment to equal opportunities. Do you believe that you can advocate for equal protection under to ordinance for all persons without regard to sex, race, religion, color, national origin or ancestry, source of income, arrest or conviction record, less than honorable discharge from the military, physical appearance, sexual orientation, political beliefs or the fact that an individual is a student?

Yes       No

3. What work experience or other experience with civic involvement (such as neighborhood associations) do you have which will be beneficial in carrying out the responsibilities of this position?

I am involved in day to day compliance with local, state & federal employment laws in my role with QTI. I am also very involved with United Way of Dane County, serving on both the Rosenberry Society & Key Club Advisory Councils.

4. In addition to attending committee meetings, how much additional time can you commit to work on special projects of the committee if you are appointed?

Willing to commit to the time needed to get the job done.

5. Please list any addition information about yourself that you believe is relevant to the Commission's consideration of your appointment to an MEOC committee. Include any education or special training you have that you feel particularly fits you for an appointment to this position.

6. Please list any other activities or organizations in which you are involved that you believe are relevant to this appointment.

SHRM  
United Way of Dane County  
NAPEO - National Association of Prof. Employer Orgs  
WASS - WI Association of Staffing Services  
Madison College - Advisory Board - Administrative Professional Program

7. Equal Opportunity/Affirmative Action Data

In order to assure representation of all protected classes on MEOC committees, please indicate the protected classes of which you are a member:

RACE (Please specify)

- African American  
 Asian  
 Hispanic  
 White  
 Other \_\_\_\_\_

SEX (Please specify)

- Female  
 Male

AGE

- 18-54  
 55+

- Handicap (Please specify nature of disability: \_\_\_\_\_)  
 Arrest or conviction record  
 Less than Honorable Discharge from the Military  
 Marital Status (Please specify)  
     Single  
     Married  
     Divorced  
     Widowed

- National origin or ancestry \_\_\_\_\_  
 Physical appearance \_\_\_\_\_  
 Religion \_\_\_\_\_  
 Political Beliefs \_\_\_\_\_  
 Sexual Orientation  
 Source of Income  
 Student

8. If you are not actually a member of a protected class, but feel that you can represent that group because of your employment or community activities, please provide specifics.

9. If you are disabled and require an accommodation to allow your full participation on the Committee, please describe the accommodation needed.

10. Please list any additional City committees you might be interested in serving on:  
(List no more than three - please be specific) *Committee Code (Office Use Only)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Current Committee Service (Please list any *City of Madison* boards, committees or commissions on which you are currently serving - include ad hoc or subcommittee activities.):

*Committee Code-Position (Office Use Only)*

*Term Expires:* \_\_\_\_\_

*Term Expires:* \_\_\_\_\_

*Term Expires:* \_\_\_\_\_

Are you a City of Madison resident?

Yes

No

Are you a registered voter?

Yes

No

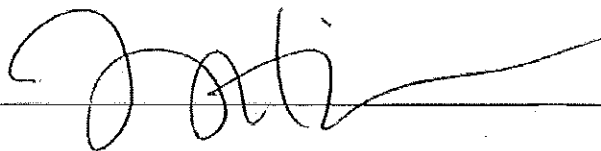
Do you hold an elective or appointed public position or office?

Yes

No

If yes, what position or office? \_\_\_\_\_

Signature of Applicant





## Department of Civil Rights

Lucía Núñez, Director

### Equal Opportunities Division

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[www.cityofmadison.com/dcr](http://www.cityofmadison.com/dcr)

### EOC Employment Committee Application Supplement Committee Member Characteristics

The EOC Employment Committee requests that you respond to a few additional questions. Your response will allow us to better utilize the skills, knowledge and background of our committee members in the work that we do with the goal of greater effectiveness and higher quality.

**Have you ever served on a subcommittee of the EOC Employment Committee?**

No

Yes (please list: \_\_\_\_\_)

**Occupation/Background (please check all that apply currently or in the past)**

- |  |   |
|--|---|
| <input type="checkbox"/> Manufacturing                                   | <input type="checkbox"/> Banking/Accounting             |
| <input type="checkbox"/> Retiree   | <input type="checkbox"/> Engineering                    |
| <input checked="" type="checkbox"/> For Profit Company X Human Resources | <input type="checkbox"/> Insurance                      |
| <input type="checkbox"/> For Profit Company X Management                 | <input type="checkbox"/> Health Care                    |
| <input checked="" type="checkbox"/> Employee Placement/Counseling        | <input type="checkbox"/> Government                     |
| <input type="checkbox"/> Small Business Owner                            | <input type="checkbox"/> Law                            |
| <input checked="" type="checkbox"/> Sales                                | <input type="checkbox"/> Utility Company                |
| <input type="checkbox"/> Education                                       | <input type="checkbox"/> Publishing/Media               |
| <input checked="" type="checkbox"/> Non-Profit/Social Services           | <input type="checkbox"/> Other (please indicate: _____) |

**Skills/Knowledge/Interest Areas (Check all that apply, even if you are not currently, or have never been, employed in that area)**

- |  |  |
|--|--|
| <input type="checkbox"/> Special Event Planning/Implementation | <input checked="" type="checkbox"/> Social Service Delivery/Management       |
| <input checked="" type="checkbox"/> Human Resources            | <input type="checkbox"/> Marketing/Advertising/Writing/Layout                |
| <input type="checkbox"/> Sales                                 | <input type="checkbox"/> Quality Improvement                                 |
| <input checked="" type="checkbox"/> Teaching/Education         | <input checked="" type="checkbox"/> Employee Training/Leadership Development |
| <input checked="" type="checkbox"/> Law/Ethics                 | <input type="checkbox"/> Business Management/Administration                  |
| <input type="checkbox"/> Accounting/Financial                  | <input type="checkbox"/> Publishing/Media                                    |
| <input type="checkbox"/> Strategic Planning                    | <input checked="" type="checkbox"/> Speaks Foreign Language                  |
| <input type="checkbox"/> Art/Design                            | <input type="checkbox"/> Sign Language Interpreter                           |
| <input checked="" type="checkbox"/> Public Speaking            | <input checked="" type="checkbox"/> Diversity Training/Awareness             |
| <input checked="" type="checkbox"/> Computers                  | <input type="checkbox"/> Engineering/Product Design                          |
| <input type="checkbox"/> Health Care                           | <input type="checkbox"/> Other (please indicate: _____)                      |

**Jason Hiller**  
4217 Mandrake Rd.  
Madison, WI 53704  
(608)445-1051  
[jasonahiller@gmail.com](mailto:jasonahiller@gmail.com)

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**WORK  
EXPERIENCE**

**Safety & Compliance Coordinator**

**March 2009 - Present**

The QTI Group of Companies, Madison, WI

- Provide internal and outsourced customer service in the areas of safety and employment law compliance.
- Manage all workers' compensation claims and return to work program for all staffing business units & PEO clients (150-200 claims per year).
- Investigate and act upon workplace harassment and discrimination allegations, as well as other employee relations issues.
- Coordinate background checking programs for all QTI business units and outsourcing clients (including soliciting RFP's from vendors & contract negotiation with vendors).
- Coordinate pre-employment medical testing (including drug screening) staffing & PEO clients (including contract negotiation with vendors and invoice processing/reconciliation).
- Oversee Unemployment Insurance claim processing & hearing preparation for all QTI staffing companies.
- Administered FMLA program for QTI staffing companies (through 2014).
- Conduct site visits and risk assessment for new business.
- Develop and implement training programs for internal and external staff.
- Train new internal staff & supervise one direct report.
- Translate documents from English to Spanish, and Spanish to English.
- 10 Hour OSHA General Industry Certification.
- Staffing software selection & implementation team.
- United Way Employee Campaign Manager - 2010-2012 & 2014.

**Safety & Compliance Specialist**

**September 2007 - March 2009**

The QTI Group of Companies, Madison, WI

- Managed and processed Unemployment Insurance claims.
- Administered drug-screen program, coordinated pre-employment medical testing, conducted and processed high volume of background checks, and billing for all services provided by department.
- Trained staff and assisted department in ensuring legal compliance and helped manage risk for a growing group of companies in the staffing/human resources field.
- Administratively supported Safety & Compliance Department and General Counsel, translated documents from English to Spanish and Spanish to English.

**Certified Trainer/Server**

**September 2000 - September 2009**

Perkins Restaurant, Madison, WI

- Trained new servers, hosts and managers using company-wide training program.
- Implemented employee-incentive programs, such as employee-of-the-month.
- Supervised front-of-house staff and maintained compliance of company standards throughout the restaurant.

**Intern Office Assistant – Human Resources**

**February 2007 - March 2007**

The WEA Trust, Madison, WI

- General office duties including: proofreading and editing documents, filing, copying, drafting forms and documents, corresponding with internal and external customers, calendaring, and a variety of other larger projects.

**SKILLS**

**Computer Skills**

- MS Office Suite (2003, 2007 & 2010)
  - Word, Excel, Access, PowerPoint, FrontPage, Publisher, OneNote and Outlook
- MS Sharepoint
- StaffSuite / Placemate / Avionte
- Lotus Notes
- MACCESS

**Language Skills**

- Bilingual – conversationally fluent in Spanish

**EDUCATION**

- Human Resources Certificate** **December 2007**  
 Madison Area Technical College, Madison, Wisconsin
- Classes: Human Resources, Wage Salary & Benefit Administration, Employment Law, Labor Relations & Collective Bargaining
  - Dean's List
- Administrative Assistant – Associate in Applied Science Degree** **May 2007**  
 Madison Area Technical College, Madison, Wisconsin
- Basic and Advanced MS Office Certificate and Essential Office Skills Certificate
  - Dean's List – 2 Semesters
- Liberal Arts – Associate in Arts Degree** **May 2006**  
 Madison Area Technical College, Madison, Wisconsin
- Dean's List – 3 Semesters

**PROFESSIONAL ORGANIZATIONS**

- Society for Human Resource Management (SHRM)** **October 2009 – Present**
- Madison College–Administrative Professional Advisory Board** **January 2014 – Present**
- Rosenberry Society - United Way of Dane County** **January 2011 – Present**  
 Advisory Council Member & KeyClub Liaison
- International Association of Administrative Professionals (IAAP)** **2006 – 2010**
- Dane County Humane Society – Business Development Board**  
**January 2014 – July 2014**



CITY OF MADISON

**STATEMENT OF INTERESTS**

COMPLETE AND RETURN THIS FORM TO:

CITY OF MADISON  
 City Clerk's Office  
 210 Martin Luther King, Jr. Blvd., Rm. 103  
 Madison, WI 53703

All elected and appointed officials and employees of the City of Madison are expected to carry out their duties in the best interests of the City. The following Statement of Interests is intended to provide information that will identify potential conflicts of interest with those duties. Serving as Officers or Directors on the Board(s) of organizations, as well as certain financial information, may indicate the possibility of a conflict of interest. Notwithstanding this disclosure, all persons holding positions with the City of Madison have the continuing responsibility to avoid conflicts of interest as they carry out their responsibilities. See Madison General Ordinance 3.47(5)(f) "Standards of Conduct" for additional information on disclosure and disqualification. United States Citizenship Required Unless Waived by the Mayor - § 3.27 Madison General Ordinances.

- The filing of this statement is required by section 3.47(9) of the Madison General Ordinances.
- The attached list itemizes by whom disclosure is required by MGO 3.47 (9)(b). Everyone on the attached list must file, however, this list is not all inclusive. In addition, those who perform the duties described in MGO 3.47 (9)(b)(5) are required to file, even though their classifications may not appear on the attached list. (MGO 3.47 (9)(b) is cited in its entirety on the attachment.)
- Everyone required to file must respond to ALL of the items, except as indicated below.

1.

NAME Jason Hiller	
ADDRESS 4217 Mandrake Rd	
CITY/STATE/ZIP Madison, WI 53704	TELEPHONE 608-445-1051
OFFICE/COMMITTEE POSITION HELD OR SOUGHT EOC Employment Subcommittee	
CITY EMPLOYEE CLASSIFICATION OR JOB TITLE	

2.

EMPLOYER'S NAME The QTI Group
EMPLOYER'S ADDRESS(S) 702 E. Washington Ave., Madison, WI 53703
POSITION(S) HELD WITH EMPLOYER(S) Safety & Compliance Coordinator

3. Identify every organization of which you or an adult member of your immediate family is an officer or director, or of which you or a member of your immediate family owns or controls, directly or indirectly, severally or in the aggregate, at least two percent (2%) of the outstanding equity. Membership ONLY in an organization or the identity of an organization operated to influence voting at any election need not be disclosed.

**"Immediate family"** means (1) An individual's spouse or designated family or registered domestic partner, or (2) an individual's relative by marriage, lineal descent or adoption who receives, directly or indirectly, more than one-half of his or her support from the individual or from whom the individual receives, directly or indirectly, more than one-half of her or his support.

**"Organization"** means any public or private, profit or non-profit, religious, educational, charitable or political organization or entity but does not include governmental bodies.

ORGANIZATION	HELD BY FILER OR FAMILY MEMBER?



4. Identify creditors to whom you or a member of your immediate family (as defined in Item 3, above) owes \$10,000 or more with the exceptions of mutual funds, credit card debt, student loans, health-related debt and mortgages on your principal residence or that of your immediate family.

CREDITOR	OWED BY FILER OR FAMILY MEMBER?

5. Identify all real estate within Dane County in which you or any member of your immediate family (as defined in Item 3, above) has a direct or indirect interest, and the identity of any entity owning or controlling any real estate within Dane County in which you or any member of your immediate family has a direct or indirect interest.

TYPE AND ADDRESS	OWNED AND CONTROLLED BY	HELD BY FILER OR FAMILY MEMBER
Home 4217 Mandrake Rd, Madison	Jason Hiller	Filer

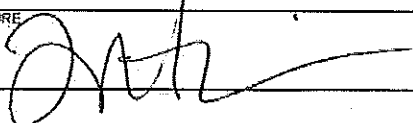
6. **Persons who are incumbents only by virtue of membership on boards, commissions, ad hoc committees or sub-committees need NOT complete this Part 6.**

Identify all stocks, bonds, debentures or other forms of debt obligation of any corporation or other business or entity collectively in excess of \$8,000 held by you or a member of your immediate family (as defined in Item 3, above). However, it is not necessary to disclose any amounts of mutual funds, personal checking accounts, time deposit accounts, or other savings or retirement fund accounts held by any financial institution, the United States government, any City-approved deferred compensation program, the Wisconsin Retirement Fund or any other organization maintaining such debt obligation as part of a public employee retirement fund.

CORPORATION, BUSINESS OR ENTITY	HELD BY FILER OR FAMILY MEMBER?

By signing this statement I declare that the foregoing information is correct and complete to the best of my knowledge as of this date.

United States Citizen?  Yes  No

SIGNATURE 	DATE 2/11/2016
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**MADISON GENERAL ORDINANCE 3.47 (9)(b): Disclosure of Interests, by Whom Required.**

1. Elected and appointed officials;
2. Compensated and uncompensated members of all boards, committees and commissions, subcommittees and ad hoc committees;
3. Mayor's assistants;
4. Candidates for elective office of the City of Madison;
5. All other City employees other than clerical staff who are involved on behalf of the City in:
  - a. negotiations relating to the sale or acquisition of personal property or real estate;
  - b. negotiations relating to economic development projects;
  - c. the appraisal or assessment of property for tax purposes; or
  - d. regulation of activities pursuant to State laws or City ordinances.

This includes, but is not limited to the following classifications:

Admin Analyst/Purchasing	Engineer 4	Parks Superintendent
Affirmative Action Director	Env Health Serv Supervisor	Ped. Bicycle Monitor
Affirmative Action Specialist	Environmtl Protection Ldwkr	Personnel Analyst 1,2,3,4
Aldersperson	Environmental Tech	Personnel Serv. Manager
Animal Control Leadworker	Environmtl Tech Svcs Spvr	Personnel Technician 1,2
Animal Control Officer	Environmental Health/Lab Director	Plan Review Specialist 1,2,3
Appraiser Technician	EOC Director	Plan Revision & Inspect Spvr
Assessment Aide I & II	EOC Investigator Suprv	Plan Review Specialist 1,2,3
Attorneys, Asst City 1,2,3,4,5,6	EOC Invest/Concil 1,2,3	Planner 2
Attorney, City	Fire Captain	Planner 3
Assistant City Engineer	Fire Chief	Planner 4
Buyer	Fire Chief Assistant	Planning & Development Dir
Business Dev. Spec.	Fire Code Enforcmt Ofc 1,2,3, 4	Planning Unit Director
Cable TV Reg/Coord	Fire Inspector	Plumbing Inspector
City Assessor	Fire Inspector/Lieutenant	Plumbing/Heating Inspector
Child Care Prog. Spec.1, 2	Fire Investigator	Principal Engineer 1
City Architect	Fire Investigator/Lieutenant	Principal Engineer 2
City Channel Manager	Fire Lieutenant	Principal Planner
City Comptroller	Fire Marshall	Property Appraiser 1,2,3,4
City Comptroller, Deputy	Fire Protection Engineer	Property Code Inspector 1,2
Civic Center Director	Hearing Examiner EOC	Public Facilities Director
Clrks Office Oper Suprv	Heating Inspector	Public Hlth Animal Cntrl Spvr
Code Enforcmt Ofc 1,2,3,4	Housing Oper. Unit Dir.	Public Health Director
Common Council Pres.	Human Resources Director	Public Health Sanitarian 1,2,3
Common Council Pres. Pro tem	Inform. Serv. Manager	Purchasing Supervisor
Community Dev Grants Admin 1,2,3	Inspectors Aide	Real Estate Agent 1,2,3,4
Community Dev Grants Sup	Inspection Unit Director	Real Estate Supervisor
Comm & Econ Dev Unit Dir	Labor Relations Analyst	Safety Coordinator
Community Dev Supervisor	Labor Relations Manager	Secretary to the Mayor
Community Serv Coordinator	Labor Relations Specialist	Sidewalk Prog Suprv
Community Serv Supervisor	Legislative Analyst	Special Code Enforc Ofc
Comp/Safety Supervisor	Library Director	Street Vendor Monitor
Conservation Ranger 1,2	Mail/Con & Evts Cor	Street Vendor Coord
Construction Inspector 1, 2	Mayor	Streets Superintendent
Contract Compliance Monitor	Mayor Assist. 1,2	Traffic Engineer
Contract Compliance Officer	Monona Terrace Director	Transit General Manager
Cross Connection Cntrl Ofc	Motor Equipment Super	Transportation Director
Deputy Fire Chief	Municipal Court Judge	Treasury Oper Ldwkr
Director of Revenue	Neighborhood Preserv Spvr	Water Construction Inspector
Disability Rights Spec	Occp/Accom Spec.	Water Resources Supervisor
Econ Dev. Tech	Parking Cashier (Hty & Perm)	Water Utility General Manager
Electrical/Heating Inspector	Parking Enforcement Leadworker	Weights and Measures Insp
Electrical Inspector	Parking Enforc. Officer	Zoning Administrator
Engineer, City	Parking Operations Suprv.	Zoning Administrator Asst.
Engineer 3	Parks Super. Assistant	Zoning Code Officer 1,2