



## Department of Civil Rights

Lucía Nuñez, Director  
Ariel Hicklin Ford, Division Manager

**Equal Opportunities Division**  
210 Martin Luther King, Jr. Boulevard Room 500  
Madison, Wisconsin 53703-3346  
PH 608 266 4910  
FAX 608 266 6514  
TTY/Textnet 866 704 2314  
[www.cityofmadison.com/eoc](http://www.cityofmadison.com/eoc)

### EOC Committee Membership Application

Individuals interested in becoming a member of a Committee of the Madison Equal Opportunities Commission 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 as may have concern with the subject matter of the committee, and shall be committed to the principle of equal opportunities."

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

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

Please fill in the application and forward it to:

Annie Weatherby-Flowers, Education/Outreach Coordinator  
Madison Equal Opportunities Commission  
210 Martin Luther King, Jr. Blvd., Room 523  
Madison, WI 53703

Date 01.13.2011 Madison Ald. Dist. 7 Ward \_\_\_\_\_  
Name DAVID WITKOWSKI  
Home Address 3014 DORCHESTER WAY  
MADISON, WI 53719  
Employer MENTAL HEALTH SERVICES  
Job Title HR GENERALIST II  
Address 702 SOUTH PACK STREET  
MADISON, WI 53715  
Home Phone No. 414.202.4214 Office Phone No. 608.417.6536  
Fax No. 608.417.7623 Internet address www.mental.com

Application for membership on

EOC Employment Committee

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

*The Committee has been very informative in the year that I have been attending meetings. In addition, I feel that I have experiences that I can share with the Committee to help discuss & learn about issues.*

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?

*- Member of the HARP program employer team administered by the Urban League of WI.*

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?

*This would depend upon the week, but I've already assisted in Mock Interviews for the EOC Subcommittee.*

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+ years of HR experience in Milwaukee & Madison.*

*- BBA degree in HR from UW-Madison.*

*- EEO Coordinator @ Marsh Health Services*

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

*See #5*

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

Larry Studesville, Interim Director  
Ariel Hicklin Ford, Division Manager

### Equal Opportunities Division

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### EOC Employment Committee Application Supplement Committee Member Characteristics

The EOC Employment Committee asks 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 checked="" type="checkbox"/> Banking/Accounting  |
| <input type="checkbox"/> Retiree                               | <input type="checkbox"/> Engineering                    |
| <input type="checkbox"/> For Profit Company (Human Resources)  | <input type="checkbox"/> Insurance                      |
| <input type="checkbox"/> For Profit Company (Management)       | <input checked="" type="checkbox"/> Health Care         |
| <input type="checkbox"/> Employee Placement/Counseling         | <input type="checkbox"/> Government                     |
| <input type="checkbox"/> Small Business Owner                  | <input type="checkbox"/> Law                            |
| <input 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 type="checkbox"/> Social Service Delivery/Management                  |
| <input checked="" type="checkbox"/> Human Resources            | <input checked="" type="checkbox"/> Marketing/Advertising/Writing/Layout     |
| <input type="checkbox"/> Sales                                 | <input type="checkbox"/> Quality Improvement                                 |
| <input type="checkbox"/> Teaching/Education                    | <input checked="" type="checkbox"/> Employee Training/Leadership Development |
| <input type="checkbox"/> Law/Ethics                            | <input type="checkbox"/> Business Management/Administration                  |
| <input checked="" type="checkbox"/> Accounting/Financial       | <input type="checkbox"/> Publishing/Media                                    |
| <input checked="" type="checkbox"/> Strategic Planning         | <input type="checkbox"/> Speaks Foreign Language                             |
| <input type="checkbox"/> Art/Design                            | <input type="checkbox"/> Sign Language Interpreter                           |
| <input type="checkbox"/> Public Speaking                       | <input checked="" type="checkbox"/> Diversity Training/Awareness             |
| <input checked="" type="checkbox"/> Computers                  | <input type="checkbox"/> Engineering/Product Design                          |
| <input checked="" type="checkbox"/> Health Care                | <input type="checkbox"/> Other (please indicate: _____)                      |



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 <i>DAVID WITKOWSKI</i>	
ADDRESS <i>3014 Doechster Way</i>	
CITY/STATE/ZIP <i>MADISON, WI 53719</i>	TELEPHONE <i>414.202.4214</i>
OFFICE/COMMITTEE POSITION HELD OR SOUGHT <i>EOC SUBCOMMITTEE VOTING MEMBER</i>	
CITY EMPLOYEE CLASSIFICATION OR JOB TITLE	

2.

EMPLOYER'S NAME <i>MAKETER HEALTH SERVICES</i>
EMPLOYER'S ADDRESS(S) <i>202 SOUTH PARK STREET MADISON, WI 53719</i>
POSITION(S) HELD WITH EMPLOYER(S) <i>ML GENERALIST II</i>

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?
TOYOTA MOTOR CREDIT	Both

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

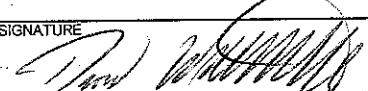
6. ~~Persons who are incumbents only by virtue of membership on boards, commissions, ad hoc committees or sub-committees need NOT complete this Part 6.~~

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 01.19.2011
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# DAVID WITKOWSKI

3014 Dorchester Way, Madison, WI 53719 (414) 202-4214 dmwitkowski@yahoo.com

## EDUCATION:

**University of Wisconsin-Madison** Madison, WI  
Bachelor of Business Administration degree - May 2004  
Major: Management and Human Resources, Overall GPA: 3.5/4.0; Major GPA: 3.9/4.0

## EXPERIENCE:

**Meriter Health Services** Madison, WI  
*Human Resources Generalist II*, 01/2008-present

- Recruit for Professional, Allied Health, Clerical, and High Volume positions at a community-based hospital
- Maintain an average workload of 20-40 open positions at any given time
- Leverage Applicant Tracking Software and HRIS Software (Kenexa & Lawson)
- Utilize recruitment strategies, methods, and tools to increase the candidate pool for open positions
- Collaborate with hiring managers to determine the appropriate candidate for a given vacancy
- Determine appropriate rates of pay and extend employment offers to prospective candidates
- Facilitate New Employee Orientation, Interview Skills Classes, and Interviewing for New Manager Orientation
- Act as EEO Coordinator for Meriter Health Services
- Manage the Unemployment Compensation program and claims for organization

**Wheaton Franciscan Healthcare** Milwaukee, WI  
*Human Resources Representative*, 08/2005-12/2007 and *HR Assistant/HR Service Center Rep.*, 08/2004-08/2005

- Recruited for clerical, skilled, and nursing positions throughout a large healthcare facility
- Created recruitment plans to facilitate meeting recruitment targets
- Screened and interviewed numerous candidates, looking for qualified individuals
- Utilized Applicant Tracking Software and HRIS (Virtual Edge & Lawson)
- Sought and tracked candidates on multiple job boards and websites, including Career Builder, Monster, Milwaukee Jobs, JS Online, etc
- Participated in redeployment situations, including the closure of St. Michael Hospital and the sale of Midwest Clinical Laboratories
- Determined rates of pay for new hires and offer positions to potential candidates
- Facilitated New Associate Orientation
- Handled employee-relation concerns in both unionized and non-unionized environments
- Represented organization at Career Fairs and maintained relationships with local universities
- Responded to Unemployment requests, generate information, and attend hearings
- Participated in multiple committees throughout the organization
- Operated multiple computer programs, including Microsoft Office, Excel, Word
- Maintained confidentiality on a variety of employment information

**Inspec, Inc.** Milwaukee, WI  
*University of Chicago Project Consultant*, 05/02-08/02  
*County Highway Project Consultant*, 05/00-08/00

**Educators' Credit Union** Milwaukee, WI  
*Credit Union Teller*, 08/99-05/2000 and 05/01-08/01

## WORK RELATED SKILLS:

- Experience with Microsoft Office (Word, PowerPoint, Excel, and Outlook)
- Excellent written and verbal communication skills
- Familiar with employment law and EEOC/ERD requirements