



**Department of Administration**  
Community Development Grants Administration

**Cavalier Johnson**  
Mayor

**Preston Cole**  
Director of Administration

**Mario Higgins**  
Community Development Grants Director

June 18, 2025

City Service Commission  
City Hall – Room 706  
200 East Wells Street  
Milwaukee, WI 53202

Dear Commissioners:

The Department of Administration, Community Development Grants Administration (CDGA) requests the exempt status for the following positions:

1 – Continuum of Care Specialist

**The Reason for the Request:** This position has been exempt since the position was first introduced for the Continuum of Care Planning Grant for the City of Milwaukee. This position is fully funded through Continuum of Care (CoC) grant dollars. The long-term continuation of funding at this level is uncertain due to potential changing federal priorities. By retaining these positions as exempt, we communicate the tenuousness of the position to the prospective employee.

**The Procedures to be used for Recruitment and Selection** are as follows: CDGA needs to fill this vacancy to continue its function in supporting the Continuum of Care homelessness system and fulfill regulatory responsibilities as the Lead Agency for the CoC Grant. CDGA will request resumes from new applicants and review any resumes that may be on hand from previous rounds of hiring.

**Selection:** The Block Grant Director and the Associate Director will screen all applications and resumes according to the attached job description and conduct job interviews. Equal Opportunity guidelines will be followed in making the selection.

If you have any questions regarding this request, please feel free to contact me at 414-708-5448.

Sincerely,

Mario Higgins  
Director

Attachment

cc: Preston Cole, DOA

Ref: 32-Exemption 6-18-25.doc

# JOB DESCRIPTION

## FOR DER USE ONLY

Vacancy No. \_\_\_\_\_

City Service  
Commission: \_\_\_\_\_  
Fire & Police  
Commission: \_\_\_\_\_

Finance  
Committee: \_\_\_\_\_  
Common  
Council: \_\_\_\_\_

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

<b>1. Date Prepared/ Revised:</b> May 30, 2025		<b>2. Present Incumbent:</b>		<b>Is incumbent underfilling position?</b>	
<b>3. Date Filled:</b>		<b>4. Previous Incumbent:</b>		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> If YES, indicate Underfill Title in box 10.	
<b>5. Department:</b> Administration, Dept. of		<b>Bureau:</b> Community Development <b>Division:</b> Grants Administration		<b>Unit:</b> 151 <b>Section:</b> 11	
<b>6. Work Location:</b> City Hall, Room 606		<b>Telephone:</b> 286-3647 <b>Email:</b>		<b>Work Schedule:</b> Hours: 8:00 a.m.-4:45 p.m. / Days: Monday-Friday	
<b>7. Represented by a Union?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<b>8. Bargaining Unit:</b> Management, General City <b>If in District Council 48, which local?</b>		<b>9. FLSA Status (check one):</b> <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	
<b>10.</b>	<b>Official Title:</b> CoC Specialist			<b>Pay Range</b>	<b>Job Code</b>
				2GX	
	<b>Underfill Title (if applicable):</b> n/a				
	<b>Requested Title (if applicable):</b> n/a				
<b>Recommended Title (DER Use Only):</b>			Approved by: _____ Date: _____		

## 11. BASIC FUNCTION OF POSITION:

Independently provide dedicated support to the Continuum of Care (CoC) meetings, CoC Leadership Committee, Board of Directors and CoC Full Body Membership. Coordinate marketing and public awareness efforts of the homeless response system in Milwaukee and maintain CoC system-wide policies and procedures.

## 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
45	<ul style="list-style-type: none"> <li>Develop and maintain the CoC website, ensuring up-to-date content, resources, and event listings.</li> <li>Create and distribute a quarterly newsletter to stakeholders, highlighting CoC initiatives and success stories.</li> <li>Manage social media presence to increase community engagement and awareness of homelessness response efforts.</li> <li>Design promotional materials for CoC meetings, events, and awareness campaigns.</li> <li>In collaboration with the CoC Grant Manager, create Press Release for events as needed</li> <li>Maintain the CoC member directory and recruit new membership for the CoC</li> <li>Coordinate any Community and Neighborhood Engagement activities</li> </ul>
40	<ul style="list-style-type: none"> <li>Lead organizer and facilitator of the Full Body Membership Committee.</li> <li>Coordinate Board meetings, including scheduling, agenda preparation, minutes, and follow-up actions.</li> <li>Support CoC-wide committees (e.g., Coordinated Entry, HMIS, Policy) by facilitating meetings, tracking deliverables, and ensuring member participation.</li> <li>Act as a liaison between the CoC leadership, committees, and community partners.</li> <li>Participate in the Coordinated Entry Leadership Committee.</li> <li>Maintain Calendar to schedule all meetings.</li> </ul>
10	<ul style="list-style-type: none"> <li>Maintain and update system-wide CoC policies, CoC written standards and the CoC Governance Charter.</li> <li>Maintain and file all CoC documents in the City's i:Drive.</li> <li>Other duties as assigned</li> </ul>
5	<ul style="list-style-type: none"> <li>Assist and support in writing the annual CoC NOFO application</li> </ul>

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
	<ul style="list-style-type: none"> <li>Assist in organizing CoC NOFO planning meetings for the annual NOFO application</li> <li>Work closely with the co-chairs of the NOFO committee</li> <li>Maintain and update the</li> </ul>

**B. PERIPHERAL DUTIES:**

% of Time	PERIPHERAL DUTY
5	<ul style="list-style-type: none"> <li>Perform other duties as assigned as it relates to the Continuum of Care program and the NOFA Application process.</li> </ul>

**C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:**

Rafael Acevedo, Grants Compliance Manager

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

The position requires minimal supervision and the ability to work independently. The Grant Compliance Manager will provide guidance on assigned projects and review finished work.

**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:

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)

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

i. Education and Experience:

A bachelor's degree in public administration, marketing, business administration, urban planning, liberal arts or similar field is required. Equivalent combinations of education and experience may also be considered.

ii. Knowledge, Skills and Abilities:

- Strong organizational skills to manage multiple campaigns or initiatives simultaneously, while effectively coordinating with cross-functional teams such as marketing, design, and leadership.
- Strong community collaborator and relationship builder.
- Ability to craft clear, concise, and compelling messages tailored to different audiences and platforms, (press releases, social media, internal communications, website management, and newsletter creation).
- Skilled in developing communication plans that align with organizational goals, including branding, community relations, and crisis communication strategies.
- Ability to develop engaging and respectful narratives/content across formats (articles, videos, graphics) that highlights the lived experiences of individuals affected by housing instability, while protecting dignity and privacy, that resonates with target audiences while maintaining brand voice and tone.
- Ability to condense complex information into clear, actionable insights tailored for board members and senior leadership.
- Proficiency in Microsoft Office, Canva, Mailchimp (or similar), and website CMS platforms (e.g., SquareSpace).
- Knowledge of HUD CoC Program requirements and homelessness response systems preferred.
- Ability to work collaboratively with diverse stakeholders, including nonprofits, government agencies, and people with lived experience.
- Highly organized and detailed with strong project management skills.

iii. Certifications, Licenses, Registrations:

N/A

iv. Other Requirements:

Pleasant personality and ability to work under pressure. Have a passion for individuals experiencing homelessness.

**13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED**

The Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008 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"/>	<b>Climbing:</b> 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"/>	<b>Balancing:</b> 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"/>	<b>Stooping:</b> 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"/>	<b>Kneeling:</b> Bending legs at knee to come to a rest on knee or knees.

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<input type="checkbox"/>	<b>Crouching:</b> Bending the body downward and forward by bending leg and spine.
<input type="checkbox"/>	<b>Crawling:</b> Moving about on hands and knees or hands and feet.
<input type="checkbox"/>	<b>Reaching:</b> Extending Hand(s) and arm(s) in any direction.
<input type="checkbox"/>	<b>Standing:</b> Particularly for sustained periods of time.
<input type="checkbox"/>	<b>Walking:</b> Moving about on foot to accomplish tasks, particularly for long distances.
<input type="checkbox"/>	<b>Pushing:</b> 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"/>	<b>Pulling:</b> Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
<input type="checkbox"/>	<b>Lifting:</b> 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"/>	<b>Fingering:</b> Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
<input type="checkbox"/>	<b>Grasping:</b> Applying pressure to an object with fingers and palm.
<input type="checkbox"/>	<b>Feeling:</b> 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"/>	<b>Talking:</b> 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 type="checkbox"/>	<b>Hearing:</b> 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"/>	<b>Repetitive Motions:</b> Substantial movements (motions) of the wrist, hands, and/or fingers.
<input checked="" type="checkbox"/>	<b>Driving:</b> 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"/>	<b>Sedentary Work:</b> 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"/>	<b>Light Work:</b> 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"/>	<b>Medium Work:</b> 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"/>	<b>Heavy Work:</b> 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"/>	<b>Very Heavy Work:</b> 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"/>	<b>Operators (Electronic Equipment), Inspection, Close Assembly, Clerical, Administrative:</b> 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"/>	<b>Machine Operators, Mechanics, Skilled Tradespeople:</b> 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"/>	<b>Mobile Equipment Operators:</b> This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
<input type="checkbox"/>	<b>Other:</b> 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

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shift, etc. **Approximate Percentage of time performing field work: 0%**

**CHECK ALL THAT APPLY:**

<input checked="" type="checkbox"/>	<b>None:</b> The worker is not substantially exposed to adverse environmental conditions ( <i>such as typical office or administrative work</i> ).
<input type="checkbox"/>	<b>The worker is subject to inside environmental conditions:</b> Protection from weather conditions but not necessarily from temperature changes ( <i>i.e. warehouses, covered loading docks, garages, etc.</i> )
<input type="checkbox"/>	<b>The worker is subject to outside environmental conditions:</b> No effective protection from weather.
<input type="checkbox"/>	<b>The worker is subject to extreme cold:</b> Temperatures below 32 degrees for period of more than one hour.
<input type="checkbox"/>	<b>The worker is subject to extreme heat:</b> Temperatures above 100 degrees for periods of more than one hour.
<input type="checkbox"/>	<b>The worker is subject to noise:</b> There is sufficient noise to cause the worker to shout in order to be heard above the surrounding noise level.
<input type="checkbox"/>	<b>The worker is subject to vibration:</b> Exposure to oscillating movements of the extremities or whole body.
<input type="checkbox"/>	<b>The worker is subject to hazards:</b> 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"/>	<b>The worker is subject to atmospheric conditions:</b> 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"/>	<b>The worker is subject to oil:</b> There is air and/or skin exposure to oils and other cutting fluids.
<input type="checkbox"/>	<b>The worker is required to wear a respirator.</b>

**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.)

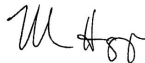
**CHECK ALL THAT APPLY:**

<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 ( <i>please list</i> ):	
<input checked="" 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.)

- Hybrid (office/remote) options may be available.
- Occasional evening meetings or travel within the CoC region

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



\_\_\_\_\_  
Signature of Department Head or Designated Representative

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## Department of Employee Relations

**Cavalier Johnson**  
Mayor

**Harper Donahue, IV**  
Director

**Molly King**  
Employee Benefits Director

**Nicole Fleck**  
Labor Negotiator

**TO:** Board of City Civil Service Commissioners

**FROM:** Kristin Hennessy Urban  
Human Resources Manager

**DATE:** July 2, 2025

**RE:** Request from the Department of Administration (DOA) – Community Development  
Grants Administration (CDGA) to **re-exempt** the position of Continuum of Care Specialist

<u>Position Title</u>	<u># of Positions</u>	<u>Pay Range</u>
Continuum of Care Specialist	1	2GX (\$66,992-\$76,474)

Please find attached a request from Community Block Grant Director Mario Higgins to **re-exempt** the position of Continuum of Care Specialist, along with the corresponding job description.

Among other functions related to supporting and coordinating services for people experiencing homelessness, the Continuum of Care Specialist staffs the Continuum of Care Provider Advisory Committee, the Board of Directors, and the full body. As indicated in the attached memo, the Continuum of Care Specialist position is entirely funded by federal grant money. Accordingly, the amount and nature of the associated grant funding may fluctuate based upon competing priorities at the federal level. Furthermore, this position must be filled in an expedited manner to meet the mandatory compliance requirements of the grant. Because it is grant-funded and because of the need for an expedited selection process, I recommend that the Commission approve the request to re-exempt the position of Continuum of Care Specialist.

Please contact me at 414-286-8643 if you have any questions related to this request.