



Department of
Community Wellness and Safety

Mayor Cavalier Johnson
Mayor

Karin Tyler
DCWS Director

May 7, 2026
City Service Commission
City Hall – Room 706
200 East Wells Street
Milwaukee, WI 53202

Dear Commissioners:

The Department of Community Wellness & Safety requests the exempt status for the following positions:

Position Title	#Number of Positions	Pay Range
Community Outreach Specialist	1	2 GN (58,656-78,676.78)

The Reason for the Request: This is a new position for the Department of Community Wellness & Safety for a Community Outreach Specialist. This position is funded by the Department of Labor, and is facilitated through DCWS. This position will be funded through the end of 2027. By retaining this position as exempt, we communicate the tenuousness of the position to the prospective employee.

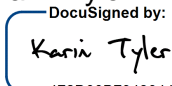
The Procedures to be used for Recruitment and Selection are as follows: DCWS needs to fill this vacancy to continue its mandatory grant compliance function for the Department of Labor. DCWS will request resumes from new applicants and review any resumes that may be on hand from previous rounds of hiring.

Selection: The Department of Community Wellness & Safety Director and the Program Manager 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 414-286-2097.

Sincerely,

Karin Tyler

DocuSigned by:

472D00E79138416
Director, DCWS

Attachment

CC: Yasmine M. Morton, ReCAST Program Manager

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: 2/10/2026	2. Present Incumbent: Vacant	Is incumbent underfilling position?		
3. Date Filled:	4. Previous Incumbent: N/A	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> If YES, indicate Underfill Title in box 10.		
5. Department: Department of Administration		Bureau: Administration Division:		Unit: Section:
6. Work Location: Office of Community Wellness and Safety 1730 S. 13 th St		Telephone: Email:		Work Schedule: 9am. – 5:30pm. Work hours/days may vary Hours: 40 / Days: 5
7. Represented by a Union? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	8. Bargaining Unit: Non-Mgmt/Non-Rep If in District Council 48, which local?		9. FLSA Status (check one): <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	
10. Official Title: Community Outreach Specialist	Pay Range		Job Code	EEO Code
	2GN			
	Underfill Title (if applicable):			
Requested Title (if applicable):	Community Outreach Specialist			
Recommended Title (DER Use Only):		Approved by:		
		Date:		

11. BASIC FUNCTION OF POSITION:

The Community Outreach Specialist, funded through a Department of Labor grant, supports the City of Milwaukee’s violence prevention efforts by leading mentorship, outreach, and leadership development initiatives for youth, particularly those at risk, justice-involved, or impacted by community violence and gang involvement.

Working in partnership with Employ Milwaukee and the Critical Response Team (CRT), the coordinator oversees structured employment and personal development programs designed to reduce violence and promote positive life outcomes. This role ensures high-quality training, mentorship, and community engagement by guiding CRT members who lead youth employment cohorts and by integrating violence prevention, conflict resolution, and leadership development into all programming.

The ideal candidate has a history of being justice-involved or lived experience similar to the youth they aim to engage, allowing them to build authentic relationships grounded in empathy and understanding. They demonstrate strong leadership and mentoring skills and are deeply committed to helping young people overcome barriers, develop essential life and employment skills, and build safe, resilient, and purpose-driven futures.

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
30	<ul style="list-style-type: none"> Plan and facilitate meetings and events with system and community partners Track and report on partnership engagement and impact of youth violence prevention activities in Milwaukee
25	<ul style="list-style-type: none"> Research and share best practices for youth violence prevention in communities across the US and world Develop innovative approaches for implementing violence prevention efforts in Milwaukee Educate youth serving agency leaders on the Blueprint for Peace and provide support for aligning activities and services with the strategies in the Blueprint

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"> Oversee the design, coordination, and delivery of youth mentorship, leadership, and employment development programs in partnership with Employ Milwaukee and the Critical Response Team (CRT).3 Ensure violence prevention, conflict resolution, and personal development strategies are fully integrated into all program components. Monitor program performance and outcomes to ensure alignment with grant requirements and City of Milwaukee objectives.
15	<ul style="list-style-type: none"> Provide direct support and guidance to youth participants, including those with histories of justice involvement, gang affiliation, or exposure to violence. Cultivate trust-based relationships with youth through consistent mentorship, positive reinforcement, and goal-focused conversations. Support CRT members in facilitating scenario-based learning, de-escalation practices, and leadership skill-building activities.
15	<ul style="list-style-type: none"> Collaborate with community organizations, schools, and city partners to strengthen referral networks and expand access to youth employment and development opportunities. Represent the Office of Community Wellness and Safety (OCWS) at community events, meetings, and collaborative planning sessions. Foster partnerships that promote non-violence, community healing, and youth empowerment across Milwaukee neighborhoods. Assist with citywide community outreach events and violence prevention campaigns as assigned. Support department initiatives, trainings, or special projects that align with the mission of the Office of Community Wellness and Safety.
10	<ul style="list-style-type: none"> Collect and maintain accurate participant data, attendance, and progress tracking in accordance with Department of Labor grant guidelines. Prepare regular reports summarizing program outcomes, challenges, and success stories for internal and external stakeholders. Use data insights to refine programming and demonstrate impact to funders and partners.

B. PERIPHERAL DUTIES:

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

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Community Violence Prevention Manager

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

Work assignments and methods are outlined, reviewed, revised, if necessary, by Community Violence Prevention Manager and/or Operations Manager.

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)

F. MINIMUM QUALIFICATIONS REQUIRED: (Indicate the MINIMUM qualifications required to enter the job.) sciences, public administration, criminal justice or related fields, plus a minimum of two years of relevant professional experience

i. Education and Experience:

Bachelor’s degree in a human services field such as public health, social work, education, health education, or a related field from an accredited college or university.

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One year of experience in program facilitation in any of the following areas: human services, community violence prevention, crisis response and trauma support, or with focused youth violence prevention.

Note: Equivalent combination of education and experience may be considered.

ii. Knowledge, Skills and Abilities:

Experience in and ability to work in collaborative environment, with community groups, multiple agencies, providers, and multiple levels of government. Knowledge and understanding of grant funding through public and private sources. Demonstrated experience working with diverse cultural and ethnic groups. Experience in gathering and interpreting data and responding to data requests. Knowledge and understanding of public health approach to violence prevention. Excellent written and verbal communication skills; experience in public speaking. Knowledge and experience in social media messaging is desired. Bilingual in Spanish preferred but not required.

iii. Certifications, Licenses, Registrations:

Valid driver's license at the time of hire and maintained throughout employment.

iv. Other Requirements:

Properly insured vehicle for use on the job is required. Ability to use spreadsheet, database, project management, and word processing software.

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

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<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.
x	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.
x	Hearing: Perceiving the nature of sounds with no less than a 40 db loss. Ability to receive oral communication and make fine discriminations in sound.
<input type="checkbox"/>	Repetitive Motions: Substantial movements (motions) of the wrist, hands, and/or fingers.
x	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:

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

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

CHECK ONE:

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

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

List the environmental/working conditions to which the employee may be exposed while performing the essential functions of the job. Include scheduling considerations such as on-call for emergencies, rotating shift, etc. **Approximate Percentage of time performing field work: 30%**

CHECK ALL THAT APPLY:

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

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<input type="checkbox"/>	The worker is subject to atmospheric conditions: One or more of the following conditions that affect the respiratory system or the skin: Fumes, odors, dust, mists, gases or poor ventilation.
<input type="checkbox"/>	The worker is subject to oil: There is air and/or skin exposure to oils and other cutting fluids.
<input type="checkbox"/>	The worker is required to wear a respirator.

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

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

CHECK ALL THAT APPLY:

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

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.)

Staff is dedicated to meeting expectations of internal and external customers (Partners/community members). Treats colleagues and partners with respect. Upholds organizational values. Inspires the trust of others. Is a good team participant. Understands concept of working collaboratively with common vision. Interested in skill development; seeks opportunity to improve skills and knowledge for the job. Promotes public health concepts in the community.

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

DocuSigned by:

Karin Tyler

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.



Department of Employee Relations

Cavalier Johnson
Mayor

Jackie Q. Carter
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: June 11, 2026

RE: Request to exempt the position of Community Outreach Specialist (DOL)

<u>Position Title</u>	<u># of Positions</u>	<u>Pay Range</u>
Community Outreach Specialist	1	2GN (\$65,112-\$78,768)

Please find attached a request from Community Wellness and Safety Director Karin Tyler to **exempt** the new position of Community Outreach Specialist (DOL) and the job description.

The Community Outreach Specialist (DOL) in the Department of Community Wellness and Safety works with the Critical Response Team (CRT) and Employ Milwaukee to facilitate structured employment and development programs for youth, particularly those who are at risk, justice-involved or impacted by community violence or gang involvement.

Because the position is funded only through the end of 2027 by a Department of Labor grant, I recommend that the position be exempt from Civil Service.

I can be reached at 414.286.8643 if you have any questions regarding this request.