



**Department of Employee Relations**

**Cavalier Johnson**  
Mayor

**Harper Donahue, IV**  
Director

**Molly King**  
Employee Benefits Director

**Veronica Rudychev**  
Labor Negotiator

**Job Evaluation Report**

City Service Commission Meeting: July 16, 2024

**Mayor's Office**

Current	Recommendation
Staff Assistant to the Mayor PR 2GX (\$54,619 - \$76,474) (One Vacant Position)	Policy and Administration Coordinator PR 2JX (\$66,154 - \$92,612) FN: Recruitment is at: \$72,768 (One Vacant Position)

Note: Residents receive a rate that is 3% higher.

**Background**

The Department of Employee Relations has received a request from the Mayor's Chief of Staff Nick DeSiato to repurpose a vacant position of Staff Assistant to the Mayor into a new classification of Policy and Administration Coordinator. A new job description was provided.

**Responsibilities**

The Policy and Administration Coordinator will support the Mayor's Office Policy Team function of identifying and leading policies, programs, and initiatives to advance the Mayor's priorities and vision. Perform basic research and policy analysis functions. Coordinate and project manage implementation of mayoral initiatives as well as departmental initiatives that require Mayor's Office oversight. Represent the Mayor in coalitions related to the Mayor's policy priorities. Support Policy Team functions, like implementation of the Mayor's performance management system for departments. Lead coordinator of select high-profile Mayoral public events, with the support of the Mayor's Office Outreach and Administrative Teams. Perform any other administrative duties and special projects that may be assigned by the Mayor or Chief of Staff. Will assist with identifying and creating media opportunities.

- 30% Coordinate and project manage implementation of mayoral initiatives
- 15% Assist in developing policy, program, and initiative recommendations to advance the Mayor's vision and priorities
- 10% Provide research, fiscal and policy analyses on current issues that impact the city, make recommendations and/or define policy alternatives on current issues and problems
- 25% Lead coordinator of select Mayoral citywide events: State of the City, City Employee Recognition Awards, Christmas Tree Lighting, Mothers of Milwaukee Symposium, and Black History Month Awards.
- 5% Represent the Mayor at coalitions related to mayoral policy priorities
- 10% Act as a point of contact for external agencies
- 5% Represent and staff Mayor at various civic and government functions

**Analysis and Recommendation**

The Mayor’s Office has requested to reorganize the office by repurposing one vacant Staff Assistant to the Mayor title to instead be classified as a Policy and Administration Coordinator. This will have the effect of adding a third position to their policy division and reducing the number of positions in the outreach division to three positions.


Adding this lower level title will result in the following classification structure within the policy division.

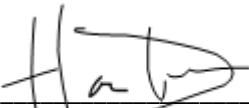
Title	PR	PR Minimum	Title Minimum	PR Maximum
Policy and Administration Director	2NX	\$85,366	\$101,391	\$119,521
Policy and Administration Manager	2LX	\$75,162	\$75,162	\$105,223
Policy and Administration Coordinator	2JX	\$66,154	\$72,768	\$92,612

This report recommends classifying this new title in Pay Range 2JX. The responsibilities and requirements are comparable to other titles in Pay Range 2JX including Budget and Fiscal Policy Analyst II, Diversity Recruiter, and Human Resources Analyst-Senior.

**Action Required – Effective Pay Period 17, 2024 (August 4, 2024)**

**\* Please see submitted addendum to CCFN for Salary and Position Ordinance changes.**

Prepared by:   
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Reviewed by:   
Harper Donahue IV, Employee Relations Director