



**Department of City Development**  
City Plan Commission  
Redevelopment Authority of the City of Milwaukee  
Neighborhood Improvement Development Corporation

**Lafayette L. Crump**  
Commissioner

**Vanessa L. Koster**  
Deputy Commissioner

January 28, 2025

Harper Donahue IV  
Director  
Department of Employee Relations  
City Hall, Room 706  
200 East Wells Street  
Milwaukee, WI 53202

Dear Mr. Donahue:

The Department of City Development is hereby requesting exemption from the provisions of Civil Service for the grant-funded Associate Planner (PROH) position. We are asking that this request be heard by the City Service Commission at its meeting on February 11, 2025.

The Associate Planner (PROH) position was created in the department to implement the \$2.1 million Pathways to Remove Obstacles to Housing (PRO Housing) federal grant awarded to the City of Milwaukee by the U.S. Department of Housing and Urban Development (HUD). The PRO Housing grant will allow the City to carry out a multi-phased approach to achieve local housing goals with long term impacts in removing barriers to housing development.

The Associate Planner (PROH) will coordinate with department Planning staff members, other department personnel, property owners and developers, community-based organizations, and the general public on planning and community engagement initiatives to reduce barriers to the development and preservation of affordable housing. The Associate Planner (PROH) will also support implementation of the PRO Housing grant, including supporting ongoing comprehensive planning, zoning, and housing development initiatives that advance PRO Housing goals related to planning for the creation and preservation of affordable housing.

The PRO Housing grant calls for the PRO Housing activities to be carried out within the next 36 months, and the Associate Planner (PROH) position includes a footnote within the positions ordinance that it will expire on June 30, 2028, unless the PRO Housing grant is extended. Given the limited time to utilize the grant funding, the Associate Planner (PROH) position being of a fixed term subject to funding, and the need for a prompt appointment to support and implement the PRO Housing activities, we respectfully request exemption.



Associate Planner (PROH)  
Exemption Request  
Page 2 of 2

The job description for this position is attached. Should you have any questions or require additional information, please contact Vanessa Armstrong at extension 6076.

Sincerely,

A handwritten signature in black ink, appearing to read 'VANESSA L. KOSTER', written in a stylized, cursive script.

Vanessa L. Koster  
Deputy Commissioner

Attachment

cc: Vanessa Armstrong, DCD

# JOB DESCRIPTION

FOR DER USE ONLY	
<b>Vacancy No.</b>	
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.

<b>1. Date Prepared/ Revised:</b> 12/11/2024	<b>2. Present Incumbent:</b> VACANT	<b>Is incumbent underfilling position?</b>	
<b>3. Date Filled:</b>	<b>4. Previous Incumbent:</b> NEW POSITION	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> <i>If YES, indicate Underfill Title in box 10.</i>	
<b>5. Department:</b> CITY DEVELOPMENT		<b>Bureau:</b>	<b>Unit:</b>
		<b>Division:</b> PLANNING	<b>Section:</b> LONG RANGE PLANNING
<b>6. Work Location:</b> 809 N. BROADWAY		<b>Telephone:</b>	<b>Work Schedule:</b>
		<b>Email:</b>	Hours: 8AM-4:45 PM / Days: M-F
<b>7. Represented by a Union?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>8. Bargaining Unit:</b> Non-Mgmt/Non-Rep If in District Council 48, which local?		<b>9. FLSA Status (check one):</b> <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
<b>10. Official Title:</b> ASSOCIATE PLANNER (PROH) <b>Underfill Title (if applicable):</b> <b>Requested Title (if applicable):</b>	<b>Pay Range</b>	<b>Job Code</b>	<b>EEO Code</b>
	2KX	4399	201
<b>Recommended Title (DER Use Only):</b>		<b>Approved by:</b>	
		<b>Date:</b>	

## 11. BASIC FUNCTION OF POSITION:

The Associate Planner coordinates with Planning staff members, other Department of City Development personnel, property owners and developers, community-based organizations, and the general public on planning and community engagement initiatives to reduce barriers to the development and preservation of affordable housing. The Associate Planner supports implementation of the City of Milwaukee’s Pathways to Removing Obstacles to Housing (PRO Housing) grant including supporting ongoing comprehensive planning, zoning, and housing development initiatives that advance PRO Housing goals related to planning for the creation and preservation of affordable housing.

## 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
35	<ul style="list-style-type: none"> <li>Serve on the Planning team carrying out comprehensive planning, area planning, anti-displacement, and zoning code update activities to encourage housing growth and choice throughout the City of Milwaukee. This includes supporting project managers developing planning documents and reports, developing proposed zoning code updates, and organizing coordination and implementation efforts on housing related comprehensive planning, policy, and zoning activities.</li> </ul>
35	<ul style="list-style-type: none"> <li>Coordinate and carry out community engagement for housing related planning and zoning initiatives. This includes developing engagement strategies and materials, attending community and neighborhood meetings, summarizing engagement results to inform plan recommendations, updating project webpages and other online and print content and communications.</li> </ul>
15	<ul style="list-style-type: none"> <li>Coordinate planning and engagement activities to support feasibility analysis to develop tools needed to encourage additional styles of missing middle housing in local neighborhoods, with a focus on options that support attainable homeownership opportunities and enable emerging developers.</li> </ul>
15	<ul style="list-style-type: none"> <li>Serve as Planning liaison to DCD Housing and Neighborhood Development Division to support</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
	the implementation of PRO Housing funded development activities. This includes assisting with developing RFQs and program parameters to achieve PRO Housing goals, developer and community stakeholder engagement, and planning and design coordination
	•
	•

**B. PERIPHERAL DUTIES:**

% of Time	PERIPHERAL DUTY
	• Present to community-based organizations and public bodies such as City Plan Commission, and Common Council Committees.
	• Contribute to maintaining Planning webpages on City website.
	•
	•
	•
	•
	•
	•
	•

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

Tanya Fonseca, Long Range Planning Manager

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

The Manager outlines scope of work, reviews work in progress and project end product. The Associate Planner serves on project teams led by a DCD Senior Planner, who also oversees overall project management and leads aspects of large scale planning projects that the Associate Planner supports.

**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.)

- i. **Education and Experience:**  
Master’s Degree in Urban Planning, Architecture, Geography, or related field from an accredited

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college or university. Equivalent combinations of education and experience may also be considered. A Bachelor's Degree in a field listed above and two additional years of professional urban planning experience is considered equivalent.

ii. Knowledge, Skills and Abilities:

Understanding of principles of Urban Planning, including public participation, housing, land use planning, zoning, and urban design. Strong writing, presentation and public meeting facilitation skills. Ability to exercise sound judgment on planning matters. Must be able to successfully interact with diverse groups of citizens, business owners, developers, and colleagues. The ability to work with others as a team and good customer service skills are essential. Position requires the use of GIS software, PowerPoint, Word, Excel, Outlook and database software. Experience with Adobe or similar design software is preferred.

iii. Certifications, Licenses, Registrations:

iv. Other Requirements:

Regularly represent the Department at community meetings occurring on nights and weekends at various locations throughout the City.

**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.
<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 checked="" 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.

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<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 checked="" 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 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 shift, etc. **Approximate Percentage of time performing field work: 1%**

**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.

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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 checked="" 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.)

This position is a grant funded position, created to support implementation of the City of Milwaukee's PRO Housing grant. It is proposed to expire 6/30/2028 unless the Pathways to Remove Obstacles to Housing grant is extended

**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

**Nicholas DeSiato**  
Labor Negotiator

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

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

**DATE:** February 10, 2025

**RE:** Request from the Department of City Development (DCD) to **exempt** one grant-funded position of Associate Planner Pathways to Remove Obstacles to Housing (PROH)

<u>Position Title</u>	<u># of Positions</u>	<u>Pay Range</u>
Associate Planner (PROH)	1	2KX (\$79,209-\$98,704)

Please find attached a request from Department of City Development Deputy Commissioner Vanessa Koster to **exempt** the Associate Planner (PROH) position and a job description.

The Associate Planner PROH is funded by a grant from the US Department of Housing and Urban Development, and the position will sunset on June 30, 2028. Historically, this title in the DCD and in other departments is not exempt from civil service due to its technical nature and level. Because the grant funding is of limited duration, it is imperative that work on the grant deliverables commence quickly, and there is no recent eligible list for this title, I recommend approval of this exemption request for this Associate Planner position only.

Please contact me at 414.286.8643 should you have additional questions related to this request.