



**Department of  
Community Wellness and Safety**

**Mayor Cavalier Johnson**  
Mayor

**Karin Tyler**  
Community Wellness & Safety Director

June 25, 2026

City Service Commissioners  
200 E. Wells Street Room 706  
Milwaukee, WI 53202

Re: Request for Retroactive Temporary Appointments

Dear City Service Commissioners:

I respectfully request approval of a retroactive temporary appointment for Julien Phifer within the Department of Community Wellness and Safety. Following the resignation of the former Community Wellness and Safety Director in February 2026, it became necessary to realign responsibilities within the Department to ensure continuity of operations during the recruitment and appointment process for a new Director.

As part of this transition, Yasmine Morton, ReCAST Program Manager, assumed the responsibilities of the Operations Manager position on a temporary basis. To support this transition and maintain continuity of essential program operations, Julien Phifer, Community Outreach Project Liaison, assumed many of the duties and responsibilities associated with the ReCAST Program Manager position.

Mr. Phifer's experience working with community-based programs, stakeholder engagement, project coordination, and collaborative partnerships made him well-suited to take on these expanded responsibilities. Since February 15, 2026, he has successfully performed duties beyond the scope of his regular position and has helped ensure the continued delivery of critical program services during a period of organizational transition.

Without Mr. Phifer's willingness and capability to assume these additional responsibilities, the Department would have faced operational challenges and potential disruptions to key program activities. Accordingly, I respectfully request approval of the following retroactive temporary appointment:


- Julien Phifer to ReCAST Program Manager, retroactive to February 15, 2026, through December 31, 2026.

Additionally, I have begun working with the Department of Employee Relations and the Budget Office to evaluate the Department's organizational structure and staffing needs

to ensure it is appropriately staffed and positioned to effectively support its operational, administrative, and programmatic responsibilities moving forward.

Thank you for your consideration of this request. Please feel free to contact me if additional information is needed.

Respectfully,

DocuSigned by:  
  
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Karin Tyler  
Director  
Department of Community Wellness & Safety  
City of Milwaukee



Department of Employee Relations  
 200 E. Wells Street, Room 706  
 Milwaukee, WI 53202-3554



R. 07.08.19

## NOTICE OF TEMPORARY APPOINTMENT

Rule IX, Section 2 of the Civil Service Rules allows a department to appoint a person to a position on a temporary basis. A temporary appointment may be appropriate when services are for a limited period, or during the leave of absence of an employee who plans to return to the service of the city. Therefore a temporary appointment is limited to a period of 90 days, unless an extension is authorized by the City Service Commission.

When making an employment offer for a temporary appointment, the appointing officer must submit this completed form to DER no later than the close of the pay period in which the temporary appointment has been made. All temporary appointees must meet the minimum requirements established for the position to which the individual is appointed.

**SEND COMPLETED FORM AND SUPPORTING DOCUMENTATION TO DER, CITY HALL, ROOM 706 OR [DERCERTIFICATION@MILWAUKEE.GOV](mailto:DERCERTIFICATION@MILWAUKEE.GOV)**

TEMPORARY APPOINTMENT / APPOINTEE DETAILS			
DEPARTMENT/DIVISION	LAST NAME	FIRST NAME	INITIAL
AUTHORIZED POSITION TITLE	PAY RANGE	F&P COMMITTEE APPROVAL DATE	REQUISITION #
UNDERFILL TITLE (IF APPLICABLE)	PAY RANGE	WAS THE INDIVIDUAL HIRED FROM AN ELIGIBLE LIST? Yes    No    If yes, Referral #	
REASON FOR TEMPORARY APPOINTMENT During Leave of Absence of an employee who is expected to return To perform services of a temporary nature and for a limited period	EFFECTIVE DATE	ANTICIPATED EXPIRATION DATE	T.A. RATE OF PAY
ATTACH A COPY OF THE CURRENT JOB DESCRIPTION & A RESUME IN ADDITION TO COMPLETING THE INFORMATION BELOW			
PROVIDE AN EXPLANATION OF WHY THE TEMPORARY APPOINTMENT IS NEEDED:			
EXPLAIN HOW THE INDIVIDUAL WAS SELECTED FOR THE APPOINTMENT, INCLUDING THE SELECTION PROCESS USED AND IF NOT FROM AN ELIGIBLE LIST, HOW THE INDIVIDUAL WAS IDENTIFIED AS A POTENTIAL TEMPORARY APPOINTEE:			
PROVIDE INFORMATION TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS:			
<u>TRAINING AND EDUCATION:</u>	<u>WORK EXPERIENCE:</u>	<u>OTHER REQUIREMENTS (i.e. LICENSES)</u>	
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? Yes    No	IF YES, CURRENT DEPARTMENT:	CURRENT POSITION TITLE:	EMPLOYEE ID NUMBER:
IS THE INDIVIDUAL BEING GIVEN THIS TEMPORARY APPOINTMENT RELATED BY BLOOD OR MARRIAGE TO THE APPOINTING OFFICER, ANY MEMBER OF THE APPOINTING BOARD OR BODY, DIRECT SUPERVISOR, OR TO ANY ELECTIVE OF APPOINTEE CITY OFFICIAL? (Refer to CSC Rule VIII, Section 10 regarding nepotism.) No    Yes – Explain Relationship			
THIS TEMPORARY APPOINTMENT IS MADE IN ACCORDANCE WITH RULE IX, SECTION 2 OF THE CITY SERVICE COMMISSION AND IS LIMITED TO A PERIOD OF 90 DAYS UNLESS AN EXTENSION IS APPROVED BY THE COMMISSION.			
REPORTING OFFICER	SIGNATURE <i>Karin Tyler</i>	TITLE	DATE
APPROVING OFFICER	SIGNATURE <i>Karin Tyler</i>	TITLE	DATE
THIS SECTION FOR DER REVIEW			
DER REVIEW COMPLETED BY:	SIGNATURE	TITLE	DATE



TEMPORARY APPOINTEE STATEMENT OF UNDERSTANDING

Rule IX, Section 2 of the Civil Service Rules allows a hiring authority to appoint a person to a position on a temporary basis. A temporary appointment may be appropriate when services are for a limited period, or during the leave of absence of an employee who plans to return to the service of the city. Therefore a temporary appointment is limited to a period of 90 days, unless an extension is authorized by the City Service Commission.

SECTION I. TO BE COMPLETED BY HIRING AUTHORITY - PLEASE TYPE OR PRINT LEGIBLY

Table with 3 columns: APPLICANT NAME (last, first, middle), DATE, POSITION TITLE, PAY RANGE, RATE OF PAY. Row 1: Phifer, Julien, 6/3/2026. Row 2: ReCast Program Manager, 1GX, \$3272.55

SECTION II. TEMPORARY APPOINTEE STATEMENT OF UNDERSTANDING

I understand that if I am appointed to the position described above on a temporary basis, that I must meet the requirements for the position. I further understand that this temporary appointment may expire at any time and is limited to a period of 90 days, unless an extension at the request of the hiring authority is approved by the City of Milwaukee Civil Service Commission.

I understand that as a temporary appointee I am ineligible for paid holidays, sick leave, vacation or other benefits while serving on this temporary appointment, and that this temporary appointment shall not confer upon me any privilege of regular appointment. (Note: A current City of Milwaukee employee who accepts a temporary appointment to a different position retains his/her current benefits and civil service status).

I understand that if I wish to be considered for regular employment I must compete in a Civil Service examination for the position, and must pass the examination with a grade which shall place me among the top five scores on the eligible list in order to be eligible to interview for regular appointment to the position.

I understand that acceptance of a temporary appointment will not affect my rights to certification for permanent appointment to any position for which I am currently on an eligible list for.

In accordance with Civil Service Rule VIII, Section 10, concerning nepotism, I hereby certify that I am not related, either by blood or through marriage, to the appointing officer or to any member of the appointive board or body or to any direct superior or to any elective or appointive City official. (This includes relative of both whole and half blood, and extends to persons as closely related as first cousins when the relationship is by blood, or more closely related than first cousins when the relationship is through marriage, and includes the cases of husbands of sisters-in-law and wives of brothers-in-law).

A Rule IX, Section 2, temporary appointee who is on an eligible list may be considered for future regular appointment when the appointee ranks among the certifiable highest eligible on the list, or compete in a future examination.

Julien Phifer
Temporary Appointment Applicant Signature

6/16/2026
Date Signed

Karin Tyler

Karin Tyler
Witness Signature

Witness Name (Print)

**JOB DESCRIPTION**

**FOR DER USE ONLY**

**Vacancy No.**

City Service Commission:	Finance Committee: Common Council:
Fire & Police Commission:	

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

<b>1. Date Prepared/ Revised:</b> 6/14/2022		<b>2. Present Incumbent:</b> Yasmine Morton		<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> DCWS			<b>Bureau:</b>		<b>Unit:</b>		
			<b>Division:</b>		<b>Section:</b> ReCast		
<b>6. Work Location:</b>			<b>Telephone:</b>		<b>Work Schedule:</b>		
			<b>Email:</b>		Hours: 8:00am-4:45pm / Days: 5		
<b>7. Represented by a Union?</b> <input type="checkbox"/> Yes <input 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.</b>	<b>Official Title:</b> ReCast Program Manager				<b>Pay Range</b>	<b>Job Code</b>	<b>EEO Code</b>
	<b>Underfill Title (if applicable):</b>				1GX		
	<b>Requested Title (if applicable):</b> ReCast Program Manager				1GX		
<b>Recommended Title (DER Use Only):</b>				<b>Approved by:</b>			
				<b>Date:</b>			

**11. BASIC FUNCTION OF POSITION:**

The ReCast (Resiliency in Communities After Stress and Trauma) Program Manager is primarily responsible for the oversight and execution of the ReCAST MKE work plan and ensuring the goals and objectives of the plan are met. Under the direction of the Director of the Department of Community Wellness and Safety, The Program Manager will work to recruit and build the ReCAST MKE coalition.

**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
80	<p><b>ReCAST Grant Program and Work Plan Management</b></p> <ul style="list-style-type: none"> <li>Manage the planning of program activities, meetings, and input according to ReCAST grant initiatives and goals with at least 20 organizations, programs, and community members per year (per grant guidelines)</li> <li>Recruit and sustain a Community Coalition (recruitment continues ongoing) to support and guide project activities</li> <li>Conduct quarterly Project Steering Committee Meetings along with the DCWS Director</li> <li>Implement the Community Strategic Plan with all partners, staff, coalition members, and community members</li> <li>Conduct Crisis Response Network meetings to increase coalition coordination and reduce gaps in evidence based violence prevention, community youth engagement programs, and access to trauma-informed behavioral health services</li> <li>Coordinate and schedule clinicians for deployment to meet emerging needs as they arise: crisis response, healing circles, and initial stabilization sessions, for key populations in the community</li> <li>Implement a series of monthly trainings in trauma-informed approaches presented to first responders, educators, clergy, health and human services providers</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
10	<b>Grant reporting</b> <ul style="list-style-type: none"> <li>Coordinate written and verbal grant reporting requirements to US Department of Health and Human Services Substance Abuse and Mental Health Services Administration (SAMSHA)</li> <li>Report on program activities and impact to relevant Common Council members and committees.</li> </ul>
10	<b>Supervisory Duties</b> <ul style="list-style-type: none"> <li>Provide direct supervision to ReCast Program Coordinator</li> </ul>

**B. PERIPHERAL DUTIES:**

% of Time	PERIPHERAL DUTY
	Other Duties as Assigned
	•

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

Karin Tyler, Director

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

Work assignments are primarily outlined, reviewed and approved by the Director of the Office of Violence Prevention

**E. SUPERVISION EXERCISED:**

Total number of employees for whom responsible, either directly or indirectly = **1**.

**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
<b>Number Supervised</b>	<b>Job Title</b>
1	Recast Program Coordinator
	<b>Extent of Supervision Exercised</b> (Select those that apply from list above, a - h)
	A, B, C, D, E, F, G, H

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

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

i. **Education and Experience:**

Bachelor's Degree in Social Work, Criminal Justice, Public Policy, Human Services, or Public Health.

Three years of professional experience working with multi-disciplinary partners in a collaborative and action-oriented role, with high-risk youth, injury or violence prevention, or improving social determinants of health.

ii. **Knowledge, Skills and Abilities:**

Applied knowledge and understanding of violence prevention, positive youth development, community trauma, and trauma informed practices, and its impact on young people within the community. Experience in relationship building, and working effectively with individuals from diverse backgrounds. Experience with coalition work and/or collective impact work will be considered a plus. Proficient use of Microsoft Office Suite including Word, Excel, Outlook, and Powerpoint. Competency in using and

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project management software such as Redbooth or Basecamp. Ability to read and interpret documents and reports. Excellent written and verbal communication skills. Strong social-emotional skills including self-awareness, empathy, and self-management.

iii. Certifications, Licenses, Registrations:

Valid driver's license must be maintained throughout employment for efficient travel to meetings and events required for job.

iv. Other Requirements:

Ability to build and maintain good working relationships with diverse populations. Maintain strict confidentiality. Strong organizational skills are a minimum requirement. Leadership and adept multi-tasker. Travel to trainings, conferences required including grantee meetings.

**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.
<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 checked="" 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).

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**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:** \_\_\_\_\_%

**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.

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<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 checked="" type="checkbox"/> Packing materials (boxes, shrink wrap, etc.)
<input checked="" 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.)

**Customer Service** – Manages difficult or emotional situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

**Oral Communication** – Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

**Written Communication** – Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Ability to read and interpret written information.

**Teamwork** – Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building appositve team spirit; Puts success of team above own interests; Ability to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

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

Karin Tyler

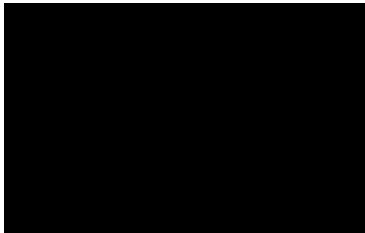
Signature of Department Head or Designated Representative

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.

# JULIEN PHIFER

## INTERIM RECAST PROGRAM MANAGER

### CONTACT



### EDUCATION

Bachelor of Arts  
Sociology  
University of Wisconsin-  
Milwaukee  
2015

Master of Public Health  
Zilber School of Public  
Health  
2024

### TRAININGS & CERTIFICATIONS

Human Trafficking  
Awareness  
Trauma-Informed Care  
Referrals and Linkages to  
Care  
FEMA Emergency  
Management

### SUMMARY

Public health professional with experience managing a \$1 million federally funded mental health and prevention grant and leading community wellness initiatives. Collaborates with multidisciplinary teams, community partners, and stakeholders to implement strategic programming that promotes health and wellness. Manage subawards, partnership development, and use data-informed approaches to identify behavioral trends and strengthen prevention efforts in high-need communities.

### EXPERIENCE

#### Interim ReCAST Program Manager

City of Milwaukee Department of Community Wellness & Safety | Jan 2026 - Present

- Manage ReCAST \$1,000,000.00 budget.
- Establish & maintain partnerships with community-based organizations.
- Develop and implement programming throughout the City to promote health & wellness.

#### Community Outreach Project Liaison

City of Milwaukee Department of Community Wellness & Safety | Oct. 2023 – January 2026

- Create youth and family initiatives that promote emotional well-being, healthy relationships, coping skills, and constructive responses to conflict.
- Coordinate with other crisis response partners to prevent escalation of violence.
- Connect those harmed to the support they need to heal.

#### Transit Supervisor

Milwaukee County Transit System | Nov. 2012 – Sept. 2023

- Supervise and support staff of 700 drivers and ensure safe, efficient daily operations.
- Respond to accidents, safety issues, and service disruptions; coordinate with police, fire, EMS, and social services as needed.
- Monitor performance, reinforce policy expectations, and provide corrective guidance when needed.