



**Department of Employee Relations**

**Cavalier Johnson**  
Mayor

**Jackie Q. Carter**  
Director

**Molly King**  
Employee Benefits Director

**Nicole M. Fleck**  
Labor Negotiator

**Job Evaluation Report**

City Service Commission Meeting: June 16, 2026

**Department of Administration – Community Development Grants Administration Division**

Current	Recommendation
Continuum of Care Specialist PR 2GX (\$58,656 - \$78,768) FN: Recruitment is at \$66,992 (One Position)	Technical Communications Specialist PR 2GX (\$58,656 - \$78,768) FN: Recruitment is at \$66,992 (One Position)

Note: Residents receive a 4% Resident Incentive Allowance.

**Background**

The Department of Administration has requested a retitle for the Continuum of Care Specialist located in the Community Development Grants Administration Division. Discussions were held with Carl Chopp, the department’s Administrative Services Manager.

**Duties, Responsibilities, and Requirements**

The Technical Communications Specialist supports grant compliance by focusing on communications, software systems integration, and ensuring accurate data collection and reporting. The position will also be responsible for translating complex program and compliance data into dashboards and messaging that keeps the community informed.

Develop external communications related to programs, initiatives, and departmental updates.

- Translate complex data, system changes, and outcomes into clear, accessible messaging for diverse audiences.
- Maintain content for digital platforms, including websites, dashboards, and reporting tools.
- Collaborate with program and operations staff to ensure communications are accurate, timely, and aligned with organizational goals.
- Support storytelling efforts by integrating data, visuals, and narratives that highlight impact and progress.

Support the implementation and maintenance of software systems used for grant management, compliance tracking, and reporting.

- Develop user guides and training materials focused on compliant data entry and system use.
- Assist with user testing, documentation, and training materials to support staff adoption and success with ERP and other systems.
- Monitor system performance and recommend enhancements based on user feedback and organizational needs.
- Design and maintain data collection processes to support program tracking, reporting, and evaluation.

Work with staff to ensure accurate, consistent, and timely data entry across systems.

- Conduct regular data quality checks and resolve discrepancies as needed.

- Translate data into clear visualizations that support decision-making and transparency.
- Regularly update dashboards to ensure data accuracy and relevance.
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Minimum requirements include a bachelor's degree in public administration, marketing, business administration, urban planning, liberal arts or similar field.

### Changes to Duties and Responsibilities

Based upon a change in grant funding, the basic function of this position has changed to provide technical communication support for multiple grant activities throughout CDGA. The position will maintain content for digital platforms, including websites, dashboards, and reporting tools for multiple grants within CDGA. The position previously performed these responsibilities primarily in support of Continuum of Care activities. The position's new responsibilities will remain very similar to the previous role.

This position will:


- maintain content for digital platforms, including websites, dashboards, and reporting tools for multiple grants within CDGA.
- support storytelling efforts by integrating data, visuals, and narratives that highlight the impact and progress of CDGA supported programs and activities.
- support the transition to and utilization of new software such as the ERP grant reporting and compliance modules.
- assist in creation of user guides and will provide training to staff to ensure a successful transition and continued grant reporting, monitoring and compliance within CDGA.

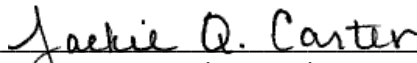
These changes will support the department's ability to capture and utilize data to communicate the positive impact and success of CDGA and CDGA supported programs and activities.

Based upon the revised responsibilities, this communication recommends the title of Technical Communications Specialist in pay range 2GX (\$58,656 - \$78,768, with a minimum rate of \$66,992.) This recommendation does not change the position's compensation.

### Action Required – Effective Pay Period 15, 2026 (July 5, 2026)

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

Prepared by:   
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Reviewed by:   
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