



**Department of Administration
Budget and Management Division**

Cavalier Johnson
Mayor

Sharon Robinson
Administration Director

Nik Kovac
Budget and Management Director

May 16, 2022

Ms. Kristin Urban
Interim Executive Secretary
Department of Employee Relations
City Hall, Room 706
200 East Wells Street
Milwaukee, WI 53202

Dear Ms. Urban:

The Department of Administration is hereby requesting exemption from the provisions of Civil Service for the new position of ARPA Director. We are asking that this request be heard by the City Service Commission at its meeting on May 24, 2022.

The ARPA Director was created in the department to serve in the lead oversight role on American Rescue Plan Act (ARPA) administration and project management, in collaboration with other DOA divisions. The position will also support other major non-ARPA projects as needed. Given that the position will provide advice to the Mayor and Common Council and will be involved in decision-making on ARPA issues, we respectfully request exemption.

The position is responsible to coordinate development of the City's ARPA funding plan, including through support of a proposed ARPA Funding Allocation Task Force. ARPA administration involves coordination with DOA, Comptroller, and department staff to ensure ARPA funds are spent in compliance with ARPA guidelines; supporting prioritization of racial equity and inclusion; coordinating development and submission of required ARPA reports; coordinating monitoring of project performance; supporting ARPA community engagement efforts; and preparing reports for the Mayor and Common Council.

The job description for this position is attached. Should you have any questions or require additional information, please contact Eric Pearson at extension x8554.

Sincerely,

Nik Kovac
Budget and Management Director

Attachment
EP:cei
K:/Personnel Issues/2022/ARPA Director Req Exempt





Department of Employee Relations

Cavalier Johnson
Mayor

Vacant
Director

Renee Joos
Director
Employee Benefits

Nicole Fleck
Labor Negotiator

TO: Board of City Civil Service Commissioners

FROM: Kristin Hennessy Urban
Human Resources Manager

DATE: May 18, 2022,

RE: Request from the Department of Administration to **exempt** the new position of American Rescue Plan Act (ARPA) Director

<u>Position Title</u>	<u># of Positions</u>	<u>Pay Range</u>
ARPA Director*	1	Pay Range 20X (\$87,472 - \$122,465)

Please find attached a request from Budget Director Nicholas Kovac to exempt the new position of ARPA Director. A copy of the current job description is attached.

The ARPA Director will coordinate the development and oversee implementation of the City's ARPA funding plan. In doing so, the incumbent will work closely with the Mayor, the Common Council, departmental directors and community groups to ensure the approximately \$394.2 million is administered in compliance with grant requirements, to support community engagement efforts and to perform and oversee data and outcome tracking.

Because the first tranche of funding was received in 2021 and the second is anticipated to be received in 2022, there is an exigent need to appoint an individual to perform the related grant administration functions, which have been performed to date by City staff, in addition to their other job responsibilities. Because of the need to fill the position in an expedited manner and because of the close reporting relationship between the ARPA Director and elected officials, I recommend that this position be exempt from Civil Service.

Please contact me at 414.286.8643 should you have additional questions.

*Title and pay range are subject to City Service Commission and Finance and Personnel Committee/Common Council approval.

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: 5/2/2022		2. Present Incumbent:		Is incumbent underfilling position?	
3. Date Filled:		4. Previous Incumbent:		YES <input type="checkbox"/> NO <input type="checkbox"/> If YES, indicate Underfill Title in box 10.	
5. Department: Administration, Dept. of			Bureau: Division: Budget & Mgmt		Unit: Section:
6. Work Location:			Telephone: Email:		Work Schedule: Hours: / Days:
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 type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
10.	Official Title: ARPA Director			Pay Range	Job Code
	Underfill Title (if applicable):			20X	4404
	Requested Title (if applicable):				
Recommended Title (DER Use Only):				Approved by: Date:	

11. BASIC FUNCTION OF POSITION:

The ARPA Director serves in the lead oversight role on ARPA administration and project management, in collaboration with DOA divisions, and works closely with the Mayor, Common Council and other elected offices, City departments, and community partners involved with the City's ARPA efforts. The position will support other major non-ARPA projects as needed.

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
	<ul style="list-style-type: none"> Coordinate development of the City's ARPA funding plan, including through support of the American Rescue Plan Act Funding Allocation Task Force.
	<ul style="list-style-type: none"> Coordinate with DOA and Comptroller staff and other staff as needed to ensure ARPA funds are spent in full compliance with ARPA guidelines established by the federal government.
	<ul style="list-style-type: none"> Coordinate development and submission of required ARPA reports to meet reporting deadlines, including both Project & Expenditure reports, the Recovery Plan Performance Report.
	<ul style="list-style-type: none"> Coordinate monitoring of financial and performance monitoring of funded projects.
	<ul style="list-style-type: none"> Work to ensure that ARPA decision-making and investments prioritize racial equity and inclusion.
	<ul style="list-style-type: none"> Support the City's ongoing ARPA community engagement efforts. Attend community meetings, receive community input, and provided community education on ARPA issues. Maintain collaborative relationships with community groups.
	<ul style="list-style-type: none"> Work to ensure that ARPA decision making and investments are transparent and that data and information is widely available and easily accessible to the public.
	<ul style="list-style-type: none"> Prepare reports and give presentations to update progress for the Mayor and Common Council.
	<ul style="list-style-type: none"> Perform related work as assigned that involves complex compliance and purchasing requirements.
	<ul style="list-style-type: none">
	<ul style="list-style-type: none">

B. PERIPHERAL DUTIES:

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	PERIPHERAL DUTY
	<ul style="list-style-type: none"> • Perform work on other major non-ARPA projects as needed.
	<ul style="list-style-type: none"> •

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

DOA-Budget and Management Director

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

Position will meet with the DOA-Budget & Management Director to discuss overall ARPA issues

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 <i>(Select those that apply from list above, a - h)</i>

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

- **Education and Experience:**
Bachelor’s Degree in public policy, public administration, business, or a related field from an accredited college or university.
- Five years of experience in a governmental or non-profit setting performing functions related to those listed above.
- Master’s Degree in public policy, public administration, business, or a related field from an accredited college or university is preferred.

Knowledge, Skills and Abilities:

Technical

- Ability to develop and maintain information related to the evaluation of outcomes, expenditures and revenues.
- Ability to validate effective and efficient program/project strategies.
- Ability to prepare programmatic summaries, project updates and special reports.
- Knowledge of the principles and practices of governmental finance.
- Knowledge and understanding of the process and procedures related to budget preparation and administration.
- Knowledge of mathematics and ability to consistently make accurate calculations.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to read and interpret budget and financial documents and policies.
- Strong analytical, research, and project participation skills.
- Ability to use standard computer software and programs such as word processing, spreadsheet and databases to create documents and prepare reports.
- Ability to utilize PeopleSoft’s Financial Management Information System (FMIS) and Human Resources Management System (HRMS).

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Interpersonal/Communication

- Ability to work independently.
- Ability to work effectively under pressure while handling multiple tasks.
- Ability to work effectively in a diverse, collaborative, team-oriented environment.
- Ability to work effectively with employees, management, elected officials, and the public.
- Proficient oral and written communication skills, including ability to clearly present information to elected officials.
- Ability to maintain complete confidentiality.
- Ability to demonstrate honest, ethical behavior; and use sound judgment.
- Attention to detail.
- Professionalism, dependability, integrity and a positive team oriented attitude.

- Certifications, Licenses, Registrations:

- Other Requirements:

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.
<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.
<input checked="" type="checkbox"/>	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.

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.

<input type="checkbox"/>	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.
<input type="checkbox"/>	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:

<input checked="" type="checkbox"/>	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:

<input type="checkbox"/>	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:** _____%

CHECK ALL THAT APPLY:

<input checked="" type="checkbox"/>	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.
<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.

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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 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.)

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



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.