



## Department of Employee Relations

**Cavalier Johnson**  
Mayor

**Harper Donahue, IV**  
Director

**Molly King**  
Employee Benefits Director

**Nicholas DeSiato**  
Labor Negotiator

### Job Evaluation Report

City Service Commission Meeting: February 25, 2025

#### Department of Administration – Community Wellness and Safety

Current	Recommended
Community Wellness and Safety Director PR 1JX (\$85,366 - \$119,521) (One Position)	Community Wellness and Safety Director PR 1NX (\$110,197 - \$154,280) (One Position)

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

#### Background

The Department of Administration has requested a job study for the Community Wellness and Safety Director currently in pay range 1JX. A current job description was provided and discussions were held with Steve Mahan, Department of Administration Deputy Director.

#### Responsibilities and Requirements

The Community Wellness and Safety Director leads the Office of Community Wellness and Safety (OCWS), providing strategic direction and oversight for the city's efforts to reduce the risk of violence and supporting initiatives that promote mental health and wellness. Through partnerships with community-focused agencies and organizations, the OCWS staff develops, implements, and evaluates effective and sustainable approaches to combating community violence, including sexual assault, domestic violence, human trafficking, and gun violence.

#### 50% Program Leadership

- Lead the development, implementation, and management of city-wide youth safety policies, programs, and strategies. Lead and manage OCWS staff in city-wide initiatives.
- Oversee and support the activities of the Milwaukee Commission on Domestic Violence and Sexual Assault (MCDVSA), including programming, education, policy development, data collection, and analysis.
- Develop Key Performance Indicators (KPIs) to measure the success of programs and evaluate their impact through defined metrics.
- Plan and establish standards for measuring OCWS program outcomes, utilizing existing and new resources and methodologies.
- Ensure the provision of safety education workshops and professional development training for community organizations and leaders.
- Lead research initiatives, including analyzing the impact of services on target populations, data collection, comparative analysis of interventions, and monitoring community health indicators such as domestic violence and youth violence.

- Represent the City of Milwaukee in internal and external community meetings, councils, and other collaborations related to safety efforts.
- Strengthen systems by working with national, state, city, and community groups to apply violence reduction strategies to OCWS initiatives.
- Manage the drafting and submission of grant applications to support city and community plans, and lead efforts to raise public, private, and foundation funds for OCWS programs.
- Provide oversight for OCWS programs, ensuring alignment with strategic goals.
- Oversee OCWS operations during de-escalation situations at schools, community events, and throughout the city.

#### 40% Community Leadership

- Develop and maintain collaborative relationships with city departments, state and federal organizations, funding agencies, medical providers, community-based organizations, advocacy groups, and academic institutions to coordinate and consult on city-wide efforts to reduce sexual assault, domestic violence, and youth violence.
- Represent the City and provide leadership relative to community violence reduction and sexual assault groups, offering guidance on policies and initiatives that impact affected communities.
- Prepare talking points, presentations, and ad-hoc reports for the Department of Administration, the Mayor, and the Common Council.
- Participate in community planning efforts for mental health, wellness, and social welfare.
- Serve as a spokesperson for all OCWS programs to the media.
- Represent the Department of Administration and OCWS at Common Council meetings, speaking on behalf of OCWS programs.
- Support the Mayor in community meetings and events by providing information and follow-up on community concerns.
- Provide resources and support to victims of crime, sexual assault, and domestic violence.

#### 10% Special projects and Administration

- Analyze data for special projects of interest, and lead the development of policies and programs related to the data outcomes.
- Develop and participate in related training for appropriate City of Milwaukee staff.

Minimum requirements include a Bachelor's degree in public health, social science, criminal justice, sociology, psychology or a related field from an accredited college or university and five years of progressively responsible experience working with multi-disciplinary partners on issues related to high-risk youth, injury or violence prevention, including one year in a leadership and/or supervisory capacity.

### **Analysis and Recommendation**

After discussions with DOA leadership, the determination is that the level of duties/responsibilities and minimum requirements for the position are comparable to higher-level classifications both within DOA and city-wide. Based upon a review of the position's impact, accountability, competencies, and relationship responsibility, this position is more comparable to the Environmental Sustainability Director and Innovation Director in DOA as well as the Election Commission-Executive Director and the Deputy Court Administrator. The chart that follows includes classifications and pay ranges considered in this assessment.

Job Title	Department	PR	PR Minimum	Title Minimum	PR Maximum
ITMD Policy and Administration Manager	DOA-ITMD	1PX	125,201	125,201	175,275
Budget & Fiscal Policy Operations Manager	DOA-Budget	1NX	110,197	110,197	154,280
Associate Director	DOA-CBGA	1NX	110,197	110,197	154,280
Election Commission-Executive Director	Election Commission	1NX	110,197	110,197	154,280
Deputy Court Administrator	Municipal Court	1NX	110,197	110,197	154,280
Environmental Sustainability Director	DOA-Environmental Collaboration	1MX	103,384	103,384	144,744
Innovation Director	DOA-Office of the Director	1MX	103,384	103,384	144,744
Deputy City Clerk	CCCC	1LX	96,998	96,998	135,794
Election Commission-Deputy Director	Election Commission	1LX	96,998	96,998	135,794
Public Information Manager	CCCC	1K	91,006	109,221	127,413
Human Resource Compliance Officer	DER	1K	91,006	116,493	127,413
Communications and Community Engagement Director	Library	1K	91,006	109,221	127,413
Community Wellness and Safety Director	DOA-Community Wellness and Safety	1JX	85,366	85,366	119,521
Chief Equity Officer	DOA-Office of the Director	1JX	85,366	85,366	119,521
Director of African American Affairs	DOA-Office of the Director	1JX	85,366	85,366	119,521

Reallocating the Community Wellness and Safety Director to Pay Range 1NX (\$110,197 - \$154,280) will allow the department to recruit and retain a highly qualified candidate for this position.

#### Action Required – Effective Pay Period 6, 2025

##### In the Salary Ordinance:

Under Pay Range 1JX:

- Delete the title 'Community Wellness and Safety Director'

Under Pay Range 1NX:

- Add the title 'Community Wellness and Safety Director'

Prepared by:



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Reviewed by:



Harper Donahue IV, Employee Relations Director