

Department of Administration

Tom Barrett
Mayor

Sharon Robinson
Director of Administration

June 7, 2010

Ms. Maria Monteagudo
Director of Employee Relations
Department of Employee Relations
City Hall, Room 706

Dear Ms. Monteagudo:

The City of Milwaukee Department of Administration requests that one newly created position of Energy Policy Coordinator/Deputy Director be reviewed for classification purposes. This position will be funded with American Recovery and Reinvestment Act (ARRA) grant dollars and will be housed within the Office of Environmental Sustainability (OES). Based on my initial research, it appears that this position merits a classification of at least a Grade Level 011.

The Energy Policy Coordinator/Deputy Director will be responsible for assisting the Director of the OES with the management of day-to-day operations, including grants administration. Over the next three years, the position will be responsible for administering the City's \$5.8 million ARRA Energy Efficiency Conservation Block Grant (EECBG) formula award as well as the City's share of an ARRA EECBG competitive award to the cities of Milwaukee, Madison and Racine totaling approximately \$20 million. Milwaukee's portion of this competitive award will be about \$12 million.

This position is critical in light of the increased grants activity by the OES. Since the office was created just four years ago, the OES has secured over \$20 million in grant awards and continues to aggressively pursue new opportunities for federal and other grants.

Tremendous opportunities exist in the field of environmental sustainability largely due to these new resources and the increased federal commitment to environmental issues. These new dollars flowing into City government provide a unique opportunity for Milwaukee to elevate its efforts on environmental sustainability and position itself as a leader on environmental sustainability. Growing the capacity of the OES and creating the new Energy Policy Coordinator/Deputy Director position is critical to accomplishing this objective.

This position will require collaboration with the Director on strategic planning and reinvigorating the Green Team. Because we have many environmental goals and priorities within City government and city-wide (i.e., green sector job/economic development, energy conservation, water conservation, storm water management, solar technologies, recycling, waste management, etc.), it is impractical for the Director to have the sole responsibility to advance each and every one of our priority areas.

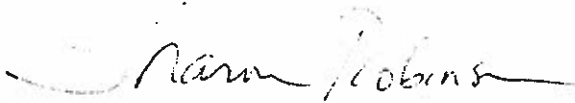
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Therefore, the incumbent in this position will be tasked with "owning" and being "the face" on certain policy areas assigned by the Director. In this regard, the position will require direct interaction with the Mayor, Common Council, City and other government officials, community organizations, the private sector, foundations, etc. on such issues. It will also require representing the OES when the Director is not immediately available.

I am attaching a copy of the job description and associated qualifications required to fulfill the responsibilities of this position. Clearly, the OES is committed to elevating its efforts to improve the environmental performance of City government and city-wide. Given the immediate need for this position, I ask for your favorable and prompt consideration. If you have any questions, please contact me at 414-286-3828.

Thank you for considering my request.

Sincerely,

A handwritten signature in cursive script that reads "Sharon Robinson". The signature is written in dark ink and is positioned above the printed name and title.

Sharon Robinson
Director

Attachment (Energy Policy Coordinator/Deputy Director Job Description)

c: Alderman Michael Murphy
Patrick Curley, Chief of Staff, Office of the Mayor

JOB DESCRIPTION

FOR DER USE ONLY

Vacancy No. _____	
City Service _____	Finance _____
Commission: _____	Committee: _____
Fire & Police _____	Common _____
Commission: _____	Council: _____

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

1. Date Prepared/ Revised: June 8, 2010 (Revised June 7, 2010 draft)		2. Present Incumbent: New Position- DOA Director has assigned duties to BMD staff pending approval of this position		Is incumbent underfilling position? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> <i>If YES, indicate Underfill Title in box 10.</i>	
3. Date Filled: Classification/Council Approval Pending		4. Previous Incumbent: New Position			
5. Department: Administration, Dept. of			Bureau: Office of the Director Division:		Unit: Office of Environmental Sustainability Section:
6. Work Location: City Hall, Room 603			Telephone: Email:		Work Schedule: Hours: 8-5 / Days: Mon-Fri
7. Represented by a Union? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		8. Bargaining Unit: Management, General City If in District Council 48, which local?		9. FLSA Status (check one): <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	
10. Official Title: Environmental Policy Coordinator/ Deputy Director				Pay Range	Job Code
Underfill Title (if applicable):				11	
Requested Title (if applicable):					
Recommended Title (DER Use Only):				Approved by: _____	
				Date: _____	

11. BASIC FUNCTION OF POSITION:

The position reports directly to the Environmental Sustainability Director and is a key management position housed within the Office of Environmental Sustainability. The position assists the Director with establishing strategic plans, initiatives, public outreach, and performance monitoring for the Office of Environmental Sustainability. The scope of the Environmental Sustainability Office is substantial and includes energy policy, green jobs, stormwater management, recycling and waste reduction issues, urban agriculture, and other emerging issues. This position will have particular leadership duties relative to the City's Energy Efficiency and Conservation Block, the \$20 million Milwaukee Energy Efficiency (ME2) initiative, and other duties as assigned by the Director. The position will play a key role in assisting the Director with forging effective public-private partnerships to advance the City's environmental goals in assigned areas.

**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
20	• Work with the Environmental Sustainability Director, the community-led "Green Team," and leaders from other City departments to implement strategies and initiatives of the Office of Environmental Sustainability. The position will play a lead role in assisting the Director with ensuring coordination of policy implementation across City Departments, particularly with regard to energy policy and green infrastructure.
20	• EECBG Formula/Competitive grant/ME2 Administration; The ME2 program, described in Council file 100007, is a City led program to drastically expand the market for energy efficiency and green jobs city wide. This multi-faceted program requires work in neighborhood-based marketing, private capitalization of loan funding, green workforce development, contractor development, public outreach, and experience in budget analysis and performance monitoring.
15	• Conduct community outreach and coordinate successful partnerships with other units of government, the private sector, non-profit organizations, and workforce development agencies in assigned areas. This includes educating the public on the city's environmental efforts and initiatives and creating opportunities to leverage non-city resources to advance the City's sustainability goals.

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
15	• Research new grant opportunities relevant to the Office of Environmental Sustainability, write grant proposals, and coordinate a broad cross-section of community partners to strengthen these applications.
10	• Management of the Energy Efficiency and Conservation Formula/Competitive Block Grant programs and other energy-related grants and City funded energy initiatives as assigned by the Director.
10	• Conduct policy and legislative research across all levels of government, including Federal, State, and local government entities, to understand how emerging policies will affect the city and make recommendations to policy makers.
5	• Assist Director with staff management and budget planning for the Office of Environmental Sustainability.
5	• Represent the Office of Environmental Sustainability when the Director of Environmental Sustainability during extended periods of absence.
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B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
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C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Director of Environmental Sustainability

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

Although the position reports directly to the Director of the Office of Environmental Sustainability, this is a key management role that requires minimal supervision and strong management and leadership skills.

E. SUPERVISION EXERCISED:

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

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
1	Energy Block Grant Monitor
1	periodic intern staff
	Extent of Supervision Exercised (Select those that apply from list above, a - h)
	a-h
	a-h
	NOTE: The position assists the Environmental Sustainability Director with staff management including the Energy Block Grant Monitor and interns as needed. However, the Director oversees all staff and OES operations.

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.

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	Extent of Supervision Exercised (Select those that apply from list above, a - h)
Job Title	

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

i. Education and Experience:

Bachelor's Degree from an accredited college or university with a major in business administration, public policy and administration, environmental science, engineering, architecture or related field. A related graduate degree is highly desirable. Five years of leadership experience related to this position. Working with or for Federal, State or Local Government is desirable. NOTE: Equivalent combinations of education and experience will be considered.

ii. Knowledge, Skills and Abilities:

Knowledge of environmental issues, stormwater management, energy efficiency, other natural resource management issues, public policy, and sustainable development.; Strong organizational and planning skills and the ability to direct and coordinate programs and activities; Ability to be creative, resourceful and industrious; Strong oral and written communication skills and the ability to present ideas and recommendations clearly and convincingly; Ability to establish and maintain effective working relationships with elected officials, other City employees, citizens, media, community organizations, the foundation community, the private sector and other agencies; Ability to exercise sensitive judgment and maintain composure under stress; Ability to analyze complex situations, diagnose problems, and formulate recommendations; Ability to compile and analyze reports and statistical data and be committed to accuracy.

iii. Certifications, Licenses, Registrations:

iv. Other Requirements:

13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED

The Americans with Disabilities Act of 1993 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.

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"/>	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 checked="" type="checkbox"/>	Fingering: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
<input checked="" 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.
<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 checked="" type="checkbox"/>	Repetitive Motions: Substantial movements (motions) of the wrist, hands, and/or fingers.
<input checked="" 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 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 checked="" 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:

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<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.

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 type="checkbox"/>	Office Equipment (desk, chair, telephone, etc.)
<input type="checkbox"/>	Cleaning supplies	<input 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 type="checkbox"/>	PC equipment (monitor, keyboard, printer, etc.)
<input type="checkbox"/>	Handcart	<input type="checkbox"/>	PC software
<input type="checkbox"/>	Hand tools (please list):		
<input type="checkbox"/>	Office Machines (check all that apply): <input type="checkbox"/> Copier <input type="checkbox"/> Facsimile <input type="checkbox"/> Calculator <input type="checkbox"/> Cash register		
<input type="checkbox"/>	Other (please list):		

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 as personal characteristics that contribute to an individual's ability to perform well in the job, and any other special considerations.)

The creation of this position was recommended by the panel of interviewers for the recent Environmental Sustainability Director recruitment (which included the Administration Director, Chairman of the Finance and Personnel Committee and members of the Mayor's Green Team) and will be funded by ARRA grants and non-property tax sources of funds. Because the Office of Environmental Sustainability has successfully won grant dollars and subsequently expanded its programming, there is a need for additional leadership in the Office on the various programs and issue areas. Please see the attached cover letter for more information.

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

Marion Robinson 6-9-10

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.