



Department of Employee Relations

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Mayor

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Job Evaluation Report

City Service Commission Meeting: July 21, 2026

Department of Community Wellness and Safety

Current	Recommendation
Office of Violence Prevention Operations Manager PR 1HX (\$75,162 - \$108,380) Minimum Rate: \$85,086 (One Position)	Community Wellness and Safety Deputy Director PR 1JX (\$85,366 - \$123,106) Minimum Rate: \$104,997 (One Position)

Note: Residents receive a 4% Resident Incentive Allowance.

Background

Department of Community Wellness and Safety Director Karin Tyler has requested the reclassification of the Operations Manager to Community Wellness and Safety Deputy Director. Director Tyler provided a new job description.

Responsibilities

The Deputy Director serves as chief advisor to the Department of Community Wellness and Safety Director providing strategic oversight of departmental operations, administration, financial management, and organizational planning. The Deputy Director helps guide the department's long-term vision and operational strategy in support of a comprehensive public health approach to violence prevention, community wellness, and public safety.

This position oversees core administrative and operational functions, including budget development and oversight, grant management and funding allocation, data and evaluation strategy, procurement, accounting, facilities coordination, and organizational operations. The Deputy Director ensures the effective stewardship of departmental resources while supporting data-informed decision-making, operational efficiency, compliance, and long-term sustainability.

The Deputy Director serves as a primary liaison to the Common Council and works closely with elected officials, City leadership, and community stakeholders to support policy development, legislative coordination, budget discussions, and departmental initiatives. This role is responsible for helping communicate departmental priorities, outcomes, and operational needs to key decision-makers and external partners.

The Deputy Director also provides leadership and supervision to administrative and operational staff and works collaboratively with City departments, community partners, and external stakeholders to ensure the Department's operational, financial, and strategic priorities are successfully implemented. This role plays a critical part in strengthening organizational infrastructure, advancing cross-system collaboration, and supporting the Department's mission to build safer, healthier, and more resilient communities across Milwaukee.

- 30% Provide executive leadership and strategic oversight for departmental operations, organizational planning, policy implementation, and operational efficiency initiatives.
 - 30% Oversee departmental budgeting, fiscal planning, grant funding allocation, financial compliance, procurement coordination, and resource management.
 - 20% Serve as a primary liaison to the Common Council, City leadership, and external stakeholders regarding departmental priorities, legislative matters, policy initiatives, and operational updates.
 - 10% Lead data-informed planning, program evaluation, reporting, performance measurement, and operational analysis to support departmental goals and strategic decision-making.
 - 10% Provide direct supervision and leadership to administrative and operational staff while supporting workforce development, accountability, internal coordination, and organizational effectiveness.
- Coordinate with City departments, community organizations, governmental agencies, and strategic partners to support violence prevention and community wellness initiatives.
- Perform additional duties, special projects, and emergency response responsibilities as assigned by the Director or Administration, including support during critical incidents or broad-impact events.

The proposed Deputy Director position expands significantly beyond the traditional operational and administrative focus of the Operations Manager role. While the Operations Manager primarily oversees departmental administration, budgeting, contracts, compliance, and internal operations, the Deputy Director serves as a member of the executive leadership team with broad responsibility for organizational leadership, strategic planning, and department-wide oversight.

Key enhancements include executive leadership and supervision of multiple divisions and managers; oversight of strategic initiatives, policy development, and organizational performance; representation of the Department with the Mayor's Office, Common Council, community stakeholders, and external partners; leadership of cross-functional projects and citywide initiatives; and responsibility for advancing the Department's vision, goals, and long-term sustainability.

The Deputy Director also assumes a greater role in decision-making, organizational development, change management, and acting on behalf of the Director when necessary. This transition reflects the Department's evolution from a program-focused office to a cabinet-level department with expanded responsibilities related to violence prevention, community wellness, healing, community engagement, and public safety coordination.

The Deputy Director position expands beyond operational management to provide executive leadership, strategic oversight, and organizational direction for the Department of Community Wellness & Safety. In addition to overseeing departmental operations, the Deputy Director serves as the Department's second-in-command and is responsible for ensuring continuity of leadership and critical functions in the absence of the Director. The position assumes greater responsibility for strategic planning, policy implementation, organizational performance, stakeholder engagement, and supervision of department-

wide initiatives. The Deputy Director is also empowered to represent the Department with City leadership, community partners, and external stakeholders and serves as the acting leader of the Department when the Director is unavailable, ensuring uninterrupted leadership, decision-making, and operational continuity.

This change is driven by the evolution of the Department of Community Wellness & Safety from an office housed within another City department to a stand-alone City department with expanded responsibilities, visibility, and accountability. As a cabinet-level department, DCWS now oversees a broader portfolio of violence prevention, community engagement, healing, wellness, grants management, strategic partnerships, and citywide initiatives.

The increased scope and complexity of the Department's work requires a stronger executive leadership structure to support strategic planning, operational oversight, organizational growth, and continuity of leadership. Establishing a Deputy Director position ensures the Department has the leadership capacity necessary to effectively manage its expanding responsibilities and provides a clear succession plan to maintain uninterrupted operations and decision-making when the Director is unavailable.

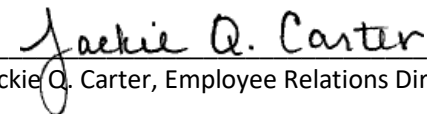
Other city classifications with this level of responsibility for overseeing and optimizing departmental operations include the Director of the Office of African American Affairs in the Department of Administration, Sanitation Business Operations Manager in DPW-Operations-Sanitation, and the Water Distribution Operations Manager and Water Quality Operations Manager in DPW-Water Works.

Based upon this comparison, the recommendation is to reclassify the Office of Violence Prevention Operations Manager in pay range 1HX (\$75,162 - \$108,380) with a minimum rate of \$85,086 to Community Wellness and Safety Deputy Director in pay range 1JX (\$85,366 - \$123,106) with a minimum rate of \$104,997.

Action Required – Effective Pay Period 17, 2026 (August 2, 2026)

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

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