



MAYOR CAVALIER JOHNSON
CITY OF MILWAUKEE

May 12, 2026

Board of City Service Commissioners
200 E Wells Street Room 706
Milwaukee, WI 53202

Re: Temporary Appointment Amendment Request – Mary Reed

Dear City Service Commissioners

The Mayor's Office respectfully requests approval of a retroactive amendment to the temporary appointment for Mary Reed to the title of Communications and Community Engagement Director, effective August 3, 2025 through April 20, 2026, when she formally assumed the role of Compliance and Engagement Director upon confirmation by the Common Council.

Ms. Reed's experience uniquely positioned her to assume many of the responsibilities associated with this leadership transition and has been instrumental in ensuring continuity of operations during this period. Since assuming these additional duties, Ms. Reed has taken on significant leadership responsibilities to ensure departmental priorities, initiatives, and operational functions continued without disruption.

Since the initial appointment, the Office of Equity and Inclusion has undergone a significant organizational transition, recently becoming its own standalone department known currently as the Department of Compliance and Engagement through the budget process. Throughout this transition, Ms. Reed has worked collaboratively with other City departments and stakeholders to help establish and support the new department while ensuring continuity of services, departmental operations, and strategic priorities.

Amending Ms. Reed's temporary appointment will more appropriately reflect the compensation the additional duties and responsibilities she has assumed throughout this transition.

Thank you for your consideration of this request. Please feel free to contact me should you require any additional information.

Respectfully submitted,

Nick DeSiato
Chief of Staff
Mayor's Office

JOB DESCRIPTION

FOR DER USE ONLY

Vacancy No.

City Service
Commission:
Fire & Police
Commission:

Finance
Committee:
Common
Council:

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

1. Date Prepared/ Revised: 3/15/2026		2. Present Incumbent:		Is incumbent underfilling position?	
3. Date Filled:		4. Previous Incumbent: Adam Procell		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> If YES, indicate Underfill Title in box 10.	
5. Department: Dept of Community Wellness and Safety			Bureau: Division:		Unit: Section:
6. Work Location:			Telephone: Email:		Work Schedule: Hours: / Days:
7. Represented by a Union? <input type="checkbox"/> Yes <input type="checkbox"/> No		8. Bargaining Unit: Non-Mgmt/Non-Rep If in District Council 48, which local?			9. FLSA Status (check one): <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
10.	Official Title: The Community Wellness and Safety Director			Pay Range	Job Code
	Underfill Title (if applicable): Commun and Community Engagement Dir			1NX	
	Requested Title (if applicable):			1KX	
Recommended Title (DER Use Only):				Approved by: Date:	

11. BASIC FUNCTION OF POSITION:

The Community Wellness and Safety Director leads the Office of Community Wellness and Safety (OCWS), providing strategic direction and oversight for one of the city's most important strategies to reduce the risk of violence by supporting efforts to strengthen youth, families, and neighborhoods, and promote healing in individuals and communities affected by violence. 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

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
50	<p>Program Leadership</p> <ul style="list-style-type: none"> Lead the development, implementation, and management of the city's comprehensive community safety policies, programs, and strategies. Collaborate with public, private, and community partners. Recruit, manage, and support high-performing staff in the OCWS. Oversee and support the successful functioning of the Milwaukee Commission on Domestic Violence and Sexual Assault (MCDVSA), including recommending commission appointments, staff support, 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 and evaluating OCWS program outcomes, utilizing existing and new resources and methodologies.

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
	<ul style="list-style-type: none"> • Ensure the provision of safety education workshops and professional development training for community organizations and leaders. • Oversee OCWS staff and contractors performing 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. • Pursue opportunities for partnership with partner agencies, such as academic institutions, to supplement OCWS's research capacity. • Effectively 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. • Effectively manage contract execution and payment processing for OCWS vendors and community partners. • Provide professional oversight for OCWS programs, ensuring alignment with strategic goals and city-wide community safety priorities. • Oversee OCWS operations during de-escalation situations at schools, community events, and throughout the city.
40	<p>Community Leadership</p> <ul style="list-style-type: none"> • Develop and maintain collaborative and consistent 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, youth crime, and firearm-related violence. • Effectively represent the City and provide leadership in efforts to advance community safety. Serve as an informed thought leader on issues related to community violence reduction and promoting community safety and healing, including supporting survivors of violence and sexual assault and offering guidance on policies and initiatives that impact affected communities. • Prepare accurate 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 an effective spokesperson for all OCWS programs to the media. • Effectively 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 timely and responsive resources and support to victims of crime, sexual assault, and domestic violence.
10	<p>Special projects and Administration</p> <ul style="list-style-type: none"> • Provide an annual report to the Mayor • Participate in local and national collaboratives working to improve the safety and well-being of Milwaukee residents, including, but not limited to, the Violence Reduction Public Health and Safety Team (VR-PHAST) and the National Office of Violence Prevention Network. • Analyze data for special projects of interest and develop policies and programs related to the data outcomes. • Develop and participate in related training for appropriate City of Milwaukee staff. • Ensure accurate and timely grant reporting and compliance

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
	•
	•
	•

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
	•
	•
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	•
	•
	•
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C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Nick DeSiato - Chief of Staff Mayor's Office

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

Back-up support, administrative and operational support

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = **15-16**.

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>
1	Administrative Assistant III	A, B, C, D, E, F, G, H
2	Community Program Coordinator	A, B, C, D, E, F, G, H
1	Community Program Manager	A, B, C, D, E, F, G, H
1	Family Outreach Program Manager	A, B, C, D, E, F, G, H
1	Family Outreach Program Coordinator	A, B, C, D, E, F, G, H
1	Program Assistant III	A, B, C, D, E, F, G, H
1	Operations Manager	A, B, C, D, E, F, G, H
2	ReCast Program Coordinator	A, B, C, D, E, F, G, H
1	ReCast Program Manager	A, B, C, D, E, F, G, H
1	Marketing and Communication Coordinator	A, B, C, D, E, F, G, H
1	Epidemiologist- senior	A, B, C, D, E, F, G, H
1	Grant Compliance Coordinator	A, B, C, D, E, F, G, H

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

i. Education and Experience:

- Bachelor's degree in public health, social science, criminal justice, sociology, psychology or a related field from an accredited college or university preferred.
- Five years of progressively responsible experience working with multi-disciplinary partners on youth engagement, injury or violence prevention issues, including one year in a leadership and/or supervisory capacity.
- Valid driver's license at time of appointment and throughout employment
- A properly insured vehicle for use on the job- mileage reimbursement is provided according to section 350-183 of the Milwaukee code.

Knowledge, Skills and Abilities:

Technical – Knowledge of Strategies and Resources

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.

- In-depth knowledge of evidence-informed strategies to prevent and reduce violence in major cities.
- Knowledge of collective-impact principles and practices for cross-sector community engagement and impact.
- Knowledge of trauma-informed care principles and crisis intervention techniques.
- Knowledge of local, state and federal regulations related to family violence prevention and victim support services.
- Knowledge of community resources, social service systems and referral networks related to family and gender-based violence prevention.
- Knowledge of best practices and strategies to prevent child abuse.
- Knowledge of best practices and strategies to prevent human trafficking.
- Knowledge of best practices and strategies to prevent domestic violence.
- Knowledge of best practices and strategies to prevent sexual assault.
- Knowledge of strategies for improving outcomes for children, youth and families.
- Skill in reading and interpreting technical documents such as policies, procedures, ordinances, statutes, administrative rules and professional publications.

Technical – Grant Funding, Budgeting and Data Management

- Knowledge of grant funding through public and private sources.
- Ability to write grant applications, prepare reports and manage budgets.
- Knowledge of the use of research products.
- Analytical skills to review information and draw accurate conclusions.
- Ability to use spreadsheet, database, project management and word processing software to develop reports and summarize data.
- Ability to analyze data and use insights to drive programmatic improvements and measure outcomes.

Communication and Interpersonal

- Ability to understand and work within complex systems, including healthcare, law enforcement, education, social services, public health, community agencies and faith organizations.
- Excellent written communication skills to create effective briefing materials, reports, policies, procedures, and correspondence.
- Ability to build and maintain positive stakeholder relationships and effectively respond to concerns.
- Ability to work effectively and positively with people whose backgrounds may differ from one's own.
- Communication and presentation skills to share information effectively individually and before groups, such as community events and common council meetings.
- Ability to work in a collaborative environment.
- Ability to provide services in a culturally sensitive manner.
- Facilitation and conflict resolution skills.
- Ability to effectively guide communities through de-escalation methods.

Leadership

- Ability to lead and manage a diverse team in a fast-paced and high-demand environment.
- Lead with integrity in words and actions.
- Ability to develop short and long-term plans related to violence prevention.
- Ability to effectively manage and motivate staff and volunteers.
- Ability to assign duties, set performance standards, provide guidance and training, monitor work progress, evaluate performance, and make hiring recommendations.
- Ability to develop processes and strategies for working efficiently.
- Ability to foster an environment of inclusion and respect.
- Ability to develop goals and strategies that meet measurable objectives.
- Ability to apply time management techniques and prioritize responsibilities to ensure work is accomplished within project deadlines.
- Skill in developing and implementing performance measurement tools to track programmatic outcomes.

Judgment and Analysis

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.

- Ability to adapt and respond to evolving community needs, regulatory changes and emerging best practices in violence prevention.
 - Demonstrated capacity to show empathy and resilience to support clients in distressing situations while maintaining professional boundaries.
 - Strong organization and project management skills, including managing multiple programs and prioritizing tasks effectively.
 - Ability to think critically and analytically and make informed decisions.
 - Ability to demonstrate discretion in the handling of sensitive information.
 - Ability to be creative and flexible.
 - Skill in problem-solving and decision-making.
 - Ability to exercise sound judgment.
 - Ability to function well under pressure, including during critical incident events.
 - Ability to perform work duties with professionalism, honesty, and integrity.
 - Ability to maintain confidentiality.
 - Ability to serve as an effective steward of City resources.
 - Bilingual in Spanish, Hmong, Russian, or other languages is preferred.
- ii.
- iii. Certifications, Licenses, Registrations:
- iv. 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 checked="" type="checkbox"/>	Standing: Particularly for sustained periods of time.
<input checked="" 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.

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<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.
<input checked="" 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 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 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.

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<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:

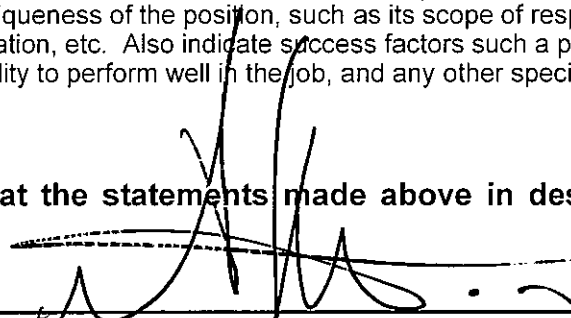
List equipment needed to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)

CHECK ALL THAT APPLY:

<input type="checkbox"/> Camera and photographic equipment	<input 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 type="checkbox"/> PC equipment (monitor, keyboard, printer, etc.)
<input type="checkbox"/> Handcart	<input type="checkbox"/> PC software
<input type="checkbox"/> Hand tools (<i>please list</i>):	
<input checked="" type="checkbox"/> Office Machines (<i>check all that apply</i>): <input checked="" type="checkbox"/> Copier <input type="checkbox"/> Facsimile <input 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.

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: 03/16/2026		2. Present Incumbent:		Is incumbent underfilling position? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
3. Date Filled:		4. Previous Incumbent: NA		If YES, indicate Underfill Title in box 10.	
5. Department: Compliance and Engagement, Dept of			Bureau: Division:		Unit: 1530 Section:
6. Work Location: City Hall			Telephone: 414-708-3319 Email: mareed@milwaukee.gov		Work Schedule: Hours: 8 / Days: 5
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 checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
10.	Official Title: Compliance and Engagement Director			Pay Range	Job Code
	Underfill Title (if applicable): Communications and Community Eng Director			1NX	
	Requested Title (if applicable):			1KX	
Recommended Title (DER Use Only):				Approved by:	
				Date:	

11. BASIC FUNCTION OF POSITION:

While serving as a member of the Mayor's Cabinet, provide key leadership and direction for the Department of Compliance and Engagement.

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%	• Administer duties outlined in city ordinance chapter 385 ensuring departmental activities are executed with compliance. Address and mitigate operational gaps accordingly.
15%	• Serve as a member of the Mayor's Cabinet including contributing to high-level briefings and collaborations to help drive the mayor's vision for the city.
10%	• Oversee departmental functions and special projects ensuring workflows run efficiently and that projects operate within scope. Monitor project timelines, allocate resources, and mitigate risks.
10%	• Advance compliance and engagement initiatives in accordance with various city ordinances. Drive community and stakeholder engagement efforts.
10%	• Identify opportunities for operational improvement. Evaluate and monitor existing processes, identify inefficiencies, and recommend and implement solutions to improve service delivery.
10%	• Administer departmental policies and procedures to streamline and enhance efficiencies, building a framework for staff to perform their job duties effectively and with accountability.
10%	• Develop and administer the departmental budget. Monitor departmental expenditures ensuring resources are allocated strategically and responsibly.
5%	• Represent the department at meetings including Common Council and administration meetings.
5%	• Report out on departmental functions, initiatives, and strategic planning.
5%	• Build relationships with internal and external stakeholders to foster collaboration.

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
5%	• Provide leadership, direction, and oversight to department staff, promoting professional growth and development, while creating an environment that promotes professionalism, safety, accountability, and

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% of Time	PERIPHERAL DUTY
	team unity.
5%	<ul style="list-style-type: none"> • Serve as a resource providing knowledge and guidance to staff to optimize processes and solve operational challenges.
	<ul style="list-style-type: none"> •

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR: Nick DeSiato, Chief of Staff

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

Performs work duties under the direction of the Chief of Staff.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = 11.

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 (Select those that apply from list above, a - h)
1	Operations Policy and Grant Manager	a - h
1	Business Operations Manager	a - h

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

i. **Education and Experience:**

Bachelor's degree in public administration, business administration, or a related field from an accredited college or university.

ii. Five years of full-time senior-level management experience in business operations, program management or related field.

iii. **Knowledge, Skills and Abilities:**

Knowledge of management and public administration principles with an ability to provide strategic direction to advance departmental goals and initiatives. Demonstrate knowledge of management principles related to strategic planning, resource allocation, and leadership. Demonstrate skills in tracking, analyzing, interpreting, and reporting on key performance indicators. Ability to plan effectively organize, and manage priorities with a view to short and long-term objectives.

iv. **Certifications, Licenses, Registrations:**

NA

v. **Other Requirements:**

NA

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

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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.
<input checked="" 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:

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 checked="" 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: 0%**

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.

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 (please list):		
<input type="checkbox"/>	Office Machines (check all that apply): <input checked="" 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 a personal characteristic that contribute to an individual's ability to perform well in the job, and any other special considerations.)

Possess the ability to lead a diverse team of staff responsible for performing various functions.

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

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 handwritten signature in black ink, consisting of several loops and a long horizontal stroke, positioned above a solid black horizontal line.

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.



Department of Employee Relations
 200 E. Wells Street, Room 706
 Milwaukee, WI 53202-3554



R. 07.08.19

NOTICE OF TEMPORARY APPOINTMENT

Rule IX, Section 2 of the Civil Service Rules allows a department to appoint a person to a position on a temporary basis. A temporary appointment may be appropriate when services are for a limited period, or during the leave of absence of an employee who plans to return to the service of the city. Therefore a temporary appointment is limited to a period of 90 days, unless an extension is authorized by the City Service Commission.

When making an employment offer for a temporary appointment, the appointing officer must submit this completed form to DER no later than the close of the pay period in which the temporary appointment has been made. All temporary appointees must meet the minimum requirements established for the position to which the individual is appointed.

SEND COMPLETED FORM AND SUPPORTING DOCUMENTATION TO DER, CITY HALL, ROOM 706 OR DERCERTIFICATION@MILWAUKEE.GOV

TEMPORARY APPOINTMENT / APPOINTEE DETAILS			
DEPARTMENT/DIVISION DOA	LAST NAME Reed	FIRST NAME Mary	INITIAL
AUTHORIZED POSITION TITLE Communications & Commu Eng Dir	PAY RANGE 1KX	F&P COMMITTEE APPROVAL DATE ARP	REQUISITION # ARP
UNDERFILL TITLE (IF APPLICABLE)	PAY RANGE	WAS THE INDIVIDUAL HIRED FROM AN ELIGIBLE LIST? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, Referral #	
REASON FOR TEMPORARY APPOINTMENT <input type="checkbox"/> During Leave of Absence of an employee who is expected to return <input checked="" type="checkbox"/> To perform services of a temporary nature and for a limited period	EFFECTIVE DATE 8/3/2025	ANTICIPATED EXPIRATION DATE 4/20/2026	T.A. RATE OF PAY \$4200.81
ATTACH A COPY OF THE CURRENT JOB DESCRIPTION & A RESUME IN ADDITION TO COMPLETING THE INFORMATION BELOW			
PROVIDE AN EXPLANATION OF WHY THE TEMPORARY APPOINTMENT IS NEEDED: This appointment is to provide coverage due to the unexpected resignation of the Chief Equity Officer - a critical position established to lead & coordinate efforts to advance equity and inclusion within City government and to identify necessary changes to foster such a climate in Milwaukee.			
EXPLAIN HOW THE INDIVIDUAL WAS SELECTED FOR THE APPOINTMENT, INCLUDING THE SELECTION PROCESS USED AND IF NOT FROM AN ELIGIBLE LIST, HOW THE INDIVIDUAL WAS IDENTIFIED AS A POTENTIAL TEMPORARY APPOINTEE: Ms Reed was identified as the most qualified individual to assume the critical responsibilities of the Chief Equity Officer. Her experience and expertise uniquely positions her to provide continuity and support during this transition until a permanent replacement is appointed.			
PROVIDE INFORMATION TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS:			
TRAINING AND EDUCATION: MBA - Concordia University Bachelors - Business Admin Cardinal Strich University	WORK EXPERIENCE: CoM - Contract Compliance Officer Wordzen - Head of Operations CoM - Case Investigator GT Independence - Director of State Services WI - DCFS - Regional Administrator	OTHER REQUIREMENTS (i.e. LICENSES): Teaching License K-12 - WI - DPI Certified Human Services Case Worker WI Div of Family and Economic Ser.	
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	IF YES, CURRENT DEPARTMENT: OEI	CURRENT POSITION TITLE: Contract Compliance Officer	EMPLOYEE ID NUMBER: 033753
IS THE INDIVIDUAL BEING GIVEN THIS TEMPORARY APPOINTMENT RELATED BY BLOOD OR MARRIAGE TO THE APPOINTING OFFICER, ANY MEMBER OF THE APPOINTING BOARD OR BODY, DIRECT SUPERVISOR, OR TO ANY ELECTIVE OF APPOINTEE CITY OFFICIAL? (Refer to CSC Rule VIII, Section 10 regarding nepotism.) <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes – Explain Relationship			
THIS TEMPORARY APPOINTMENT IS MADE IN ACCORDANCE WITH RULE IX, SECTION 2 OF THE CITY SERVICE COMMISSION AND IS LIMITED TO A PERIOD OF 90 DAYS UNLESS AN EXTENSION IS APPROVED BY THE COMMISSION.			
REPORTING OFFICER Nick DeSiato	SIGNATURE 	TITLE Chief of Staff	DATE 5/11/2026
APPROVING OFFICER Nick DeSiato	SIGNATURE 	TITLE Chief of Staff	DATE 5/12/2026
THIS SECTION FOR DER REVIEW			
DER REVIEW COMPLETED BY:	SIGNATURE	TITLE	DATE



TEMPORARY APPOINTEE STATEMENT OF UNDERSTANDING

Rule IX, Section 2 of the Civil Service Rules allows a hiring authority to appoint a person to a position on a temporary basis. A temporary appointment may be appropriate when services are for a limited period, or during the leave of absence of an employee who plans to return to the service of the city. Therefore a temporary appointment is limited to a period of 90 days, unless an extension is authorized by the City Service Commission.

SECTION I. TO BE COMPLETED BY HIRING AUTHORITY – PLEASE TYPE OR PRINT LEGIBLY

APPLICANT NAME (last, first, middle)		DATE
Reed, Mary		05/11/2026
POSITION TITLE	PAY RANGE	RATE OF PAY
Communications & Community Eng Director	1KX	\$4200.81

SECTION II. TEMPORARY APPOINTEE STATEMENT OF UNDERSTANDING

I understand that if I am appointed to the position described above on a temporary basis, that I must meet the requirements for the position. I further understand that this temporary appointment may expire at any time and is limited to a period of 90 days, unless an extension at the request of the hiring authority is approved by the City of Milwaukee Civil Service Commission.


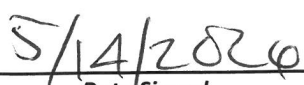
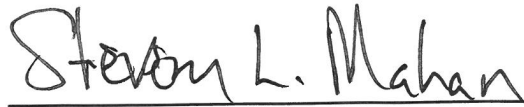
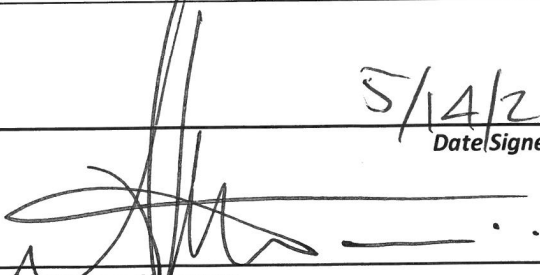
I understand that as a temporary appointee I am ineligible for paid holidays, sick leave, vacation or other benefits while serving on this temporary appointment, and that this temporary appointment shall not confer upon me any privilege of regular appointment. (Note: A current City of Milwaukee employee who accepts a temporary appointment to a different position retains his/her current benefits and civil service status).

I understand that if I wish to be considered for regular employment I must compete in a Civil Service examination for the position, and must pass the examination with a grade which shall place me among the top five scores on the eligible list in order to be eligible to interview for regular appointment to the position.

I understand that acceptance of a temporary appointment will not affect my rights to certification for permanent appointment to any position for which I am currently on an eligible list for.

In accordance with Civil Service Rule VIII, Section 10, concerning nepotism, I hereby certify that I am not related, either by blood or through marriage, to the appointing officer or to any member of the appointive board or body or to any direct superior or to any elective or appointive City official. (This includes relative of both whole and half blood, and extends to persons as closely related as first cousins when the relationship is by blood, or more closely related than first cousins when the relationship is through marriage, and includes the cases of husbands of sisters-in-law and wives of brothers-in-law).

A Rule IX, Section 2, temporary appointee who is on an eligible list may be considered for future regular appointment when the appointee ranks among the certifiable highest eligible on the list, or compete in a future examination.

 Temporary Appointment Applicant Signature	 Date Signed
 Witness Name (Print)	 Witness Signature