



Department of Administration

Cavalier Johnson
Mayor

Preston D. Cole
Director

August 29th, 2025

City Service Commission
City Hall – Room 706
200 E Wells St
Milwaukee, WI 53202

Dear Commissioners:

The Department of Administration (DOA) requests to **exempt** one position of Chief Equity Officer.

| <u>Position Title</u> | <u># of Positions</u> | <u>Pay Range</u> |
|-----------------------|-----------------------|----------------------------------|
| Chief Equity Officer | 1 | 1JX (\$85,365.80 - \$119,520.70) |

The Reason for the Request: The Chief Equity Officer position has been exempt since it was first created and housed in the Department of Administration in 2021. This position is responsible for leading the City's efforts in promoting equity and inclusion in all internal and external matters, and identifying policies and practices needed to further this important effort.

The Chief Equity Officer plays a key role in advising the Mayor and Common Council and in developing policies and processes to advance equity and inclusion efforts. Because of the degree of accountability to elected and appointed officials, and the need for the incumbent to support and advocate for related mayoral and common council initiatives we request that the position be exempt from Civil Service.

If you have any questions regarding this request, please feel free to contact me at (414) 286.3455

Sincerely,

Steven Mahan
Administration Deputy Director

Cc: Preston Cole, DOA



Department of Employee Relations

Cavalier Johnson
Mayor

Vacant
Director

Kristin Hennessy Urban
Special Deputy Director

Molly King
Employee Benefits Director

Nicole M. Fleck
Labor Negotiator

TO: The Honorable
The Board of City Service Commissioners

FROM: Kristin Hennessy Urban
Human Resources Manager

DATE: September 5, 2025

RE: Request from the Department of Administration to **re-exempt** the position of Chief Equity Officer

| <u>Position Title</u> | <u># of Positions</u> | <u>Pay Range</u> |
|-----------------------|-----------------------|--------------------------|
| Chief Equity Officer | 1 | 1JX (\$85,366-\$119,521) |

I have attached a request from DOA Deputy Director Steven Mahan requesting re-exemption for the position of Chief Equity Officer, along with a job description.

Reporting directly to the Director of Administration, the Chief Equity Officer leads the Small Business Enterprise Certification and Residential Preference Program and serves as the staff liaison with the Equal Rights Commission. The Chief Equity Officer provides policy advice to elected officials and represents the administration before committees and boards.

Due to the policy advisory and public-facing nature of this position, I recommend that the request for re-exemption be approved.

Please contact me at 414,286.8643 should you have any questions or concerns regarding this request.