



## Department of Employee Relations

**Cavalier Johnson**  
Mayor

**Kristin Hennessey Urban**  
Special Deputy Director

**Molly King**  
Employee Benefits Director

**Nicole Fleck**  
Labor Negotiator

### Job Evaluation Report

City Service Commission Meeting: September 9, 2025

#### Department of Administration

Current	Recommendation
New Position	Community Program Coordinator PR 2GX (\$58,656 - \$76,474) (One Position)

Note: Residents receive a 3% Resident Incentive Allowance.

This position coordinates and manages community programs provided by the Office of African American Affairs. This includes the development, implementation, and evaluation of initiatives that address the needs and priorities of the communities within Milwaukee. This includes promoting financial literacy and economic empowerment in order to strengthen neighborhood stability and vitality, and support youth and families. This role involves managing cross-sector partnerships, driving community engagement, and ensuring program alignment with equity, social justice, and inclusive growth strategies. Responsibilities include:

- Design, lead, and manage initiatives focused on financial literacy, education, self-care, entrepreneurship, and youth and family.
- Manage internal programming, calendar, and resources, providing regular reports on outcomes, impacts, and areas for improvement.
- Serves as team leader for initiatives.
- Serves as liaison between the Director and community partners with programming and resources.
- Build and maintain relationships with community leaders, advocacy groups, faith-based organizations, and government agencies.
- Align programs with the strategic goals of the Office and evolving community needs.
- Facilitate and/or represent the office at meetings.
- Setup for meetings and workshops.

Minimum requirements include a bachelor's degree in social work, public administration or related field. A Master's Degree is desirable. Necessary experience includes at least three years managing programs related to equity, community development, or public service. These requirements have not yet been assessed by the Staffing Division.

Similar titles within City government include:


Department	Title	PR	Title Minimum	PR Maximum
Health	Public Health Social Worker 2	2GN	\$69,380	\$76,474
Health	Fatherhood Involvement Specialist 2	2GN	\$68,721	\$76,474
DOA	Equal Rights Specialist	2GX	\$66,992	\$76,474
DCD	Community Outreach Liaison	2GX	\$66,304	\$76,474
DOA	Community Outreach Specialist	2GN	\$65,112	\$76,474
DOA	Community Violence Prevention Program Coordinator	2GX	\$58,656	\$76,474
DOA	Family Violence Prevention Program Coordinator	2GX	\$58,656	\$76,474
DOA	Recast Program Coordinator	2GX	\$58,656	\$76,474

This new position will play a key role working with the Director of African American Affairs to develop and coordinate programming offered by Office of African American Affairs to the community.

Positions with a similar level and scope of responsibility within City government listed above are compensated in both Pay Range 2GN (FLSA non-exempt titles) and Pay Range 2GX (FLSA exempt titles). Based upon the comparisons made to similarly classified positions within the City, this report recommends classifying this new position as a Community Program Coordinator in pay range 2GX (\$58,656 - \$76,474).

**Action Required – Effective Pay Period 21, 2025 (September 28, 2025)**

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

Prepared by:   
Andrea Knickerbocker, Human Resources Manager

Reviewed by:   
Kristin Hennessey Urban, Special Deputy Director