



Department of City Development
City Plan Commission
Redevelopment Authority of the City of Milwaukee
Neighborhood Improvement Development Corporation

Lafayette L. Crump
Commissioner

Vanessa L. Koster
Deputy Commissioner

July 3, 2024

Harper Donahue IV
Director
Department of Employee Relations
City Hall, Room 706
200 East Wells Street
Milwaukee, WI 53202

Dear Mr. Donahue:

The Department of City Development is hereby requesting exemption from the provisions of Civil Service for the Redevelopment and Special Projects Director position. We are asking that this request be heard by the City Service Commission at its meeting on July 16, 2024. This position has traditionally been exempted from the provisions of Civil Service as it deals with confidential and sensitive policy issues that have City-wide impacts.

The Redevelopment and Special Projects Director is a senior management position responsible for formulating housing policy for the City of Milwaukee, and for promoting and encouraging new development and redevelopment that creates a diversity of housing choices in the City of Milwaukee. This position oversees the staff that implements the department's housing and neighborhood redevelopment activities and programs. This position manages the expenditure of federal and City housing program funds allocated to housing rehabilitation activity, establishing and implementing procedures to ensure compliance with federal regulations and City policies. The Redevelopment and Special Projects Director formulates housing policy and new programming initiatives to respond to Mayoral priorities, neighborhood initiatives, and funding opportunities. This position also cultivates and maintains partnerships with local organizations, lenders, residents and other stakeholders to support the City's housing and neighborhood redevelopment activities.

The job description for this position is attached. Should you have any questions or require additional information, please contact Vanessa Armstrong at extension 6076.

Sincerely,

Vanessa L. Koster
Deputy Commissioner

Attachment

cc: Vanessa Armstrong, DCD



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: 7/2/24		2. Present Incumbent: MARIA PRIOLETTA		Is incumbent underfilling position?	
3. Date Filled: 3/17/13		4. Previous Incumbent: NONE		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> If YES, indicate Underfill Title in box 10.	
5. Department: City Development			Bureau: Housing Development Division:		Unit: Section:
6. Work Location: 809 N. Broadway			Telephone: 286-5903 Email:		Work Schedule: Hours: 8am-4:45pm / Days: M-F
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: Redevelopment & Special Projects Director				Pay Range	Job Code
				1MX	
Underfill Title (if applicable):					
Requested Title (if applicable):					
Recommended Title (DER Use Only):				Approved by: _____ Date: _____	

11. BASIC FUNCTION OF POSITION:

This senior management position is responsible for formulating housing policy for the City of Milwaukee, and for promoting and encouraging new development and redevelopment that creates a diversity of housing choices in the City of Milwaukee. Position works with City and State policymakers and other stakeholders including financial institutions, real estate and development professionals, and agencies that foster home ownership to recommend and implement policy and programs that facilitate development, financing, and City investment. Position develops tax incremental financing proposals for residential development. Position seeks and manages major federal grant funds and private funds to support housing development and redevelopment, and oversees staff that implements housing programs that operate in Milwaukee neighborhoods..

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
30	<ul style="list-style-type: none"> Work with private developers, both for-profit and non-profit, to coordinate housing development and redevelopment projects, including projects financed with Low Income Housing Tax Credits and Tax Increment Financing, projects built on land purchased from the Redevelopment Authority of the City of Milwaukee and City of Milwaukee, and projects that redevelop City-owned tax-foreclosed property. Serve as project advocate and liaison to other City departments, elected officials, and stakeholders.
25	<ul style="list-style-type: none"> Provide oversight and direction to the Neighborhood Improvement Development Corporation and the Department's Housing and Neighborhood Development section. Approve policies, program design, and procedures. Serve as the assistant executive director of the Neighborhood Improvement Development Corporation.
15	<ul style="list-style-type: none"> Negotiate the terms of City investment in private housing development, and structure the terms of such investment in alignment with City neighborhood development goals and available resources.. Manage and monitor the delivery of City investment to projects upon approval, including structuring development agreements, approving payments, and developing workout plans if projects are not developed as anticipated.

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
10	<ul style="list-style-type: none"> Envision and develop successful and innovative partnerships with government, community agencies, and businesses that advance the goals of promoting home ownership, stabilizing neighborhoods, and improving the quality of life for Milwaukee residents, particularly those who are low- and moderate-income.
5	<ul style="list-style-type: none"> Serve as a member of and resource to the Common Council's Special Committee on the Redevelopment of Vacant and Foreclosed Property.
10	<ul style="list-style-type: none"> Manage the Milwaukee Foreclosure Partnership Initiative.
5	<ul style="list-style-type: none"> Develop housing policy recommendations, white papers, and similar resources at the request of policymakers.

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
	<ul style="list-style-type: none">
	<ul style="list-style-type: none">
	<ul style="list-style-type: none">

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Martha L. Brown, Deputy Commissioner

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

This position is expected to exercise a great deal of independent judgment, seeking assistance from the supervisor on an as-needed basis.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = **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:

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	Commercial & Residential Rehab Manager	a,b,c,d,e,f,g,h
1	Housing Rehabilitation Manager	F,h
1	Community Outreach Liaison	f,h
1	Housing Services Specialist	f,h
7	Housing Rehabilitation Specialist	f,h
3	Housing Program Specialist	f,h
1	Program Assistant I	f,h
1	Office Assistant IV (NSP)	f,h

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 in Business, Public Administration, Finance, Real Estate or similar. Master's degree preferred. Position requires a minimum of seven years of progressively responsible professional experience in residential development and finance. Position requires an impressive track record of both staff and program management.

ii. Knowledge, Skills and Abilities:

Knowledge of housing finance instruments. Knowledge of federal housing programs such as CDBG, HOME, NSP, etc. and the regulations that govern them. Knowledge of State of Wisconsin Tax

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Increment Financing law. Ability to develop creative programming approaches within the limits imposed by regulatory framework. Demonstrated ability to form partnerships that advance Milwaukee's neighborhood development and home-ownership goals. Position requires outstanding analytical skills and ability to understand and evaluate financial documentation including development pro formas.. Grant-writing ability very helpful.

iii. Certifications, Licenses, Registrations:

Wisconsin Driver's License and occasional use of personal vehicle for business purposes are required.

iv. Other Requirements:

Position communicates with a wide variety of parties, including finance and development professionals; federal, state and local elected officials; state and federal housing agency officials, and local non-profit agencies. Strong written and oral communication skills, including public presentation skills, are required.

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.
<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 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).

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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 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 (<i>such as typical office or administrative work</i>).
<input type="checkbox"/>	The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes (<i>i.e. warehouses, covered loading docks, garages, etc.</i>)
<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.)

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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 <i>(please list)</i> :	
<input checked="" type="checkbox"/> Office Machines <i>(check all that apply)</i> : <input checked="" type="checkbox"/> Copier <input checked="" 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.



Department of Employee Relations

Cavalier Johnson
Mayor

Harper Donahue, IV
Director

Molly King
Employee Benefits Director

Veronica Rudychev
Labor Negotiator

TO: Board of City Civil Service Commissioners

FROM: Kristin Hennessy Urban
Human Resources Manager

DATE: July 11, 2024

RE: Request from the Department of City Development (DCD) to re-exempt the position of
Redevelopment and Special Projects Director

Position Title	# of Positions	Pay Range
Redevelopment and Special Projects Director	1	1MX (\$123,720-\$144,744)

Please find attached a request from the DCD's Deputy Commissioner Vanessa Koster to re-exempt the position of Redevelopment and Special Projects Director. A copy of the current job description is attached.

The Redevelopment and Special Projects Director is a leadership position within the DCD; the incumbent will formulate housing policy for the City of Milwaukee and will promote new development and redevelopment. Accordingly, the incumbent is privy to confidential, proprietary financial data and has a great deal of interaction with business and real estate stakeholders, on behalf of the Commissioner. It is imperative that the incumbent manages confidential and sensitive information appropriately and is in alignment with and understands the Commissioner's policy directives.

For the above reasons, I recommend that the request to re-exempt the position of Redevelopment and Special Projects Director be granted.

Please contact me at 414.286.8643 should you have additional questions.