



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.

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: August, 26 th , 2025		2. Present Incumbent: Vacant		Is incumbent underfilling position? YES <input type="checkbox"/> NO <input type="checkbox"/> <i>If YES, indicate Underfill Title in box 10.</i>	
3. Date Filled:		4. Previous Incumbent: Bernadette Karanja			
5. Department: Administration, Dept. of		Bureau: Department of Administration Division: Office of Equity and Inclusion		Unit: Section:	
6. Work Location: City Hall, Room 606		Telephone: Email:		Work Schedule: Hours: 8-4:45pm / Days: M-F	
7. Represented by a Union? <input type="checkbox"/> Yes <input checked="" 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: Chief Equity Officer				Pay Range	Job Code
				1JX	4410
Underfill Title (if applicable):					
Requested Title (if applicable):					
Recommended Title (DER Use Only):		Approved by:			
		Date:			

11. BASIC FUNCTION OF POSITION:

Under the direction of the Director and Deputy Director of the Department of Administration, the Chief Equity Officer oversees the Office of Equity and Inclusion under the Department of Administration. This includes being the liaison between the City's Equal Rights Commission (ERC) and City departments, and partnering with the ERC to enforce Chapter 109 of the City Ordinances. The CEO oversees the Small Business Enterprise (SBE) program and Residential Preference Program (RPP) activities for the City, in accordance with Chapters 370 and 355 of the Milwaukee Code of Ordinances.

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	• Manage Office of Equity Inclusion (OEI) programs and staff including setting expectations, objectives, performance standards; training, coaching and counseling employees, interviewing and making hiring recommendations; and evaluating performance.
25	• Direct and lead the Small Business Enterprise (SBE) Certification, and Residential Preference Program (RPP) activities in accordance with Chapters 370 and 355 of the Milwaukee Code of Ordinances
10	• Lead and direct OEI's efforts to serve as primary liaison between Equal Rights Commission (ERC) and City departments. Partner with ERC to enforce Chapter 109 of the City ordinance.
10	• Appear before Common Council Committees regarding OEI programming, policies, and activities. Prepare reports for review by Major, Common Council and other stakeholders.
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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.

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
5	• Other duties as assigned
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	•
	•
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	•
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C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Steven Mahan, Administration Deputy Director

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 a senior level management position and works independently with minimal supervision.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = 13.

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:

or 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)
2	Business Analyst - Senior	a-h
1	Business Inclusion Program Coordinator	a-h
1	Contract Compliance Officer	a-h
1	Administrative Specialist - Senior	a-h
1	ADA Coordinator	a-h
1	Racial Equity and Inclusion Coordinator	a-h
1	Equal Rights Specialist	a-h
1	Equal Rights Complaints Liaison	a-h
1	OEI Outreach Specialist	a-h
1	OEI Grant Specialist	a-h
1	Data and Evaluation Specialist	a-h

F. MINIMUM QUALIFICATIONS REQUIRED: (Indicate the MINIMUM qualifications required to enter the job.)i. Education and Experience:

1. Bachelor's degree in business administration, public policy administration, urban planning, or a related field from an accredited college or university.
2. Five years of progressively responsible experience implementing equity and inclusion programming.
3. Equivalent combinations of education and experience may also be considered

ii. Knowledge, Skills and Abilities:

Leadership Skills

- Strong executive leadership and managerial skills

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- Ability to provide operational oversight and strategic planning for the City within the ongoing budgeting and financial process
- Ability to effectively outline, measure and communicate organizational performance outcomes for the division
- Ability to be proactive and collaborative.
- Ability to build and retain a diverse and culturally inclusive organization.
- Ability to bring teams together to meet the objectives of the community and department
- Ability to foster an environment of inclusion wherein all associates are treated respectfully, are valued for their strengths, and feel that they can safely express themselves
- Vision, imagination, initiative, passion, and flexibility

Technical Knowledge

- Knowledge of current issues related to equity and inclusion.
- Knowledge of the regular operations of City government, including the legislative process and City Council mandates
- Knowledge of the capabilities of information technology to transform and enhance operations and services
- Ability to read and understand complex documents such as laws, policies, and technical publications
- Ability to oversee contracts and resource allocation for the Office of Equity and Inclusion
- Ability to serve as a subject matter expert on topics of diversity, equity and inclusion

Communication and Interpersonal Skills

- Excellent verbal communication skills to make presentations to groups of various sizes and to speak persuasively, including before committees and boards
- Ability to work collaboratively with elected officials, colleagues, staff, professionals, academics, community groups, and the public.
- Ability to engage diverse staff and leadership to promote trust, collaboration, and partnerships between City departments, leaders, and community stakeholders
- Ability to effectively represent the department before public bodies and the media
- Superior written communication skills to compose well-crafted policies, narratives, reports, articles, presentations, and correspondence

Critical Thinking Skills

- Political acumen to be able to work collaboratively with colleagues, elected officials, professionals, community groups and the public
- Skill in data and information analysis and interpretation
- Critical thinking and planning skills
- Ability to analyze and solve complex problems
- Decision-making skills and sound judgement
- Organization skills to be able to effectively oversee workflow processes

Professionalism

- Ability to provide responsible stewardship of City resources and to represent the City of Milwaukee professionally and ethically
- Ability to manage competing priorities and challenges under pressure
- Ability to maintain the utmost confidentiality regarding all aspects of the role

iii. Certifications, Licenses, Registrations:

iv. Other Requirements:

Desired: Public sector experience

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

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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 checked="" 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 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.

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- 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:** _____%

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.)

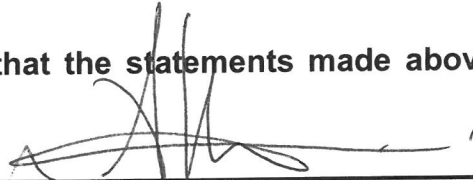
CHECK ALL THAT APPLY:

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

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



Signature of Department Head or Designated Representative

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