



Department of Employee Relations

Cavalier Johnson
Mayor

Harper Donahue, IV
Director

Molly King
Employee Benefits Director

Nicole M. Fleck
Labor Negotiator

May 1, 2024

City Service Commission
Department of Employee Relations
200 E Wells Street Room 706
Milwaukee, WI 53202

Dear Board of City Service Commissioners:

A request has been received from Kobena Marcus J. Collins to be reinstated to their former position of Diversity Recruiter, with the Department of Employee Relations (DER).

Mr. Collins was an incredible asset to staffing division and the Department of Employee Relations fully supports this reinstatement request.

If you have any questions, please contact Kristin Urban at (414) 286-8643 or krurban@milwaukee.gov.

Thank you for your consideration.

Sincerely,

Harper Donahue IV
Employee Relations Director



APPLICATION FOR REINSTATEMENT TO

Dept. of Employee Relations
Room 706, City Hall
200 E. Wells St.
Milwaukee, WI 53202-3554
(414) 286-3751
TDD (414) 286-2960
www.milwaukee.gov/jobs

INSTRUCTIONS TO APPLICANT:

1. Please PRINT answers in black ink (for copying purposes).
2. Answer all questions. Credit may NOT be given for incomplete information.
3. DATE and SIGN on page 4.
4. Keep a copy of completed application materials for your files.

Name Last Collins First Marcus Middle Initial) J

A _____
 Ci _____
 Da _____
 Ce _____

List any other names by which you have been known on official records:
Kobena-Marcus J. Collins

Please list the following information about your previous employment with the City of Milwaukee:

POSITION TITLE	DEPARTMENT	EMPLOYEE ID #	FROM (MO./YR.)	TO (MO./YR.)
Diversity Recruiter	DER	031236	06/2019	03/2020

OPEN RECORDS/PUBLIC INFORMATION
 The City sometimes receives requests under the Wisconsin Public Records Law for the identity of job applicants and copies of the job applications. However, except for those applicants who are final candidates for positions, the City is prohibited from releasing the identity of applicants who have indicated in writing that they do not wish their identity to be revealed.

Do you wish to reveal your identity? Yes No

In accordance with the Immigration Reform Control Act of 1986, the City will employ only persons legally authorized to work in the United States. Employment, offered, is conditional upon the individual's ability to establish verification of identity and authorization to work within three business days of commencement of employment.

Are you able to provide documentation that demonstrates that you are legally authorized to work in the United States?
 Yes No

Do you have relatives working for the City of Milwaukee? If Yes, list names, relationship and Department/Agency
Due to limitations on employment of relatives, list the names and exact relationships of any relatives who are City of
Milwaukee employees

Yes No

EDUCATION AND TRAINING

Did you graduate from High School? Yes No

If Yes, List High School Name, Address, City and State Riverside University High School, 1615 E Locust Stree, Milwaukee, WI

If you did not graduate from high school, do you have a General Education Development Certificate (GED) or a
High School Proficiency Certification? Yes No

If Yes, enter date issued and certificate number: _____

Training beyond high school (college or university, nursing, business college, military or other training you have received).
Under credits earned, indicate Q for quarter hours or S for semester hours.

NAME, CITY & STATE	MAJOR/MINOR COURSE OF STUDY	DATES OF ATTENDANCE	DEGREE PURSUED	# OF CREDITS/DATE GRADUATED
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UW-Milwaukee, Milw., WI	Cultural Foundations of Education	12007-12/2008	MEd	12/21/2008
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Lake Forest College, Lake Forest, IL	Secndary Ed/History	9/1997-12/2001		5/12/2001
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LICENSES & CERTIFICATIONS

Related to or required by the position for which you are applying. Do you have any current
occupational and professional licenses and certificates? YES _____ NO

LICENSE/CERTIFICATE TYPE	ISSUING AGENCY/BOARD	SERIAL #
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EMPLOYMENT HISTORY

Begin with current or most recent employment and work back. Account for all time during the past ten years, including periods of unemployment. IN ADDITION, LIST ANY OTHER PAID OR UNPAID WORK EXPERIENCE THAT MAY QUALIFY YOU FOR A POSITION. ATTACH ADDITIONAL PAGES IF NECESSARY.

Employer Traveler Consulting, LLC	From (month/year): <u>1/2022</u> To (month/year): <u>Present</u>
Address 4447 N. Oakland Ave.	
Your Title Founder/Principal Consultant	<input checked="" type="checkbox"/> Part time <input type="checkbox"/> Full time Hours per week: <u>10-20</u>
Supervisor's Name, Title and Phone Number N/A	Reasons for leaving: N/A
Duties: Develop and facilitate learning experiences for clients. Consult with clients on organizational strategy development.	
Employer Kohl's Corporation	From (month/year): <u>3/2020</u> To (month/year): <u>2/2023</u>
Address N56 W17000 Ridgewood Drive Menomonee Falls, WI 53051	
Your Title Diversity and Inclusion Advisor/Executive Recruiter	<input type="checkbox"/> Part time <input checked="" type="checkbox"/> Full time Hours per week: <u>40</u>
Supervisor's Name, Title and Phone Number Lydia Smith, Director of Diversity and Inclusion	Reasons for leaving: Company Layoffs
Duties: Develop and implement diversity strategy in recruitment, strategic partnerships, and training and development.	
Employer City of Milwaukee	From (month/year): <u>06/2019</u> To (month/year): <u>03/2020</u>
Address 200 E. Wells Street, Milwaukee, WI 53202	
Your Title Diversity Recruiter	<input type="checkbox"/> Part time <input checked="" type="checkbox"/> Full time Hours per week: <u>40</u>
Supervisor's Name, Title and Phone Number Kristin Urban, Staffing Services Manager, 414-286-8643	Reasons for leaving: New opportunity
Duties: Develop and implement diversity recruitment strategy, including but not limited to, attending career fairs, hosting career fairs, developing employer branding strategy, etc.	

READ CAREFULLY BEFORE SIGNING -- I certify that all answers to questions on this application are true and complete. I understand that falsification of this application may result in disqualification or removal from a City position. I authorize the City to make any inquiries about and receive any information about my suitability for employment. I give permission to persons contacted to provide such information. Such inquiries may include, but are not limited to the quality and quantity of my work, work record, qualifications, education and criminal records as defined above.

NOTE: Convictions are not an automatic bar to employment but are reviewed in relation to the job for which you applied. I forever waive, release and covenant not to sue any person or organization as a result of providing, obtaining or acting upon such information. I understand that such information is sought with confidentiality. A copy of this authorization shall be effective as the original.

SIGNATURE Kobena-Marcus J. Collins Digitally signed by Kobena-Marcus J. Collins
Date: 2024.04.24 13:44:02 -05'00'

DATE: 4/24/2024



REQUEST FOR REINSTATEMENT

Rule X, Section 8 of the City Service Rules allows individuals who resigned or took a voluntary demotion, and were in good standing with their department, to request reinstatement. Requests must be approved by the department to which the former employee wants to be reinstated. Requests made more than three years from the date of separation must also be approved by the City Service Commission. An employee may only be appointed by reinstatement twice.

Applicants for reinstatement must submit this form and a Reinstatement Request Application to the Department of Employee Relations. Both documents are required in order to be considered for reinstatement.

Applicants are notified when a request is approved or denied. If approved, and the position previously held is currently vacant with an intent by the department to fill it, the individual has rights to that position. If an appropriate vacancy does not exist, the individual's name is placed on a reinstatement list for that title, and sent notices for interviews as other vacancies occur. Reinstatement lists are active for two years, but may be extended by the City Service Commission. Candidates being considered for placement via reinstatement will be subject to a conviction record review and satisfactory completion of a pre-placement testing, if required.

At the time of reappointment, the individual shall receive salary, service credit towards benefits, and job class seniority. Job class seniority is determined by City Service Rules. The CSC policy on reinstatement does not address employee's ERS contributions or benefits. Employees who are reinstated must contact the Employees' Retirement System directly in regard to their pension contributions or benefits.

Table with 2 columns: Benefit Category, Description. Rows include Salary, Service Credit Toward Vacation Accrual, Service Credit Toward Job Class Seniority, and Sick Leave Balance.

WHEN REQUESTING REINSTATEMENT, YOU MUST PROVIDE THE FOLLOWING INFORMATION (type or print legibly):

Name: Marcus J. Collins

Redacted area containing personal information, with a 'P' in a small box to the left.

Employee ID: 031236

Date of Separation from Service: 3/27/2020

Reinstatement to which Department & Division: Department of Employee Relations

Reinstatement to which Job Title: Diversity Recruiter

Department & Division Where Last Employed: Department of Employee Relations

I have read and understand the information above. I am requesting that my name be placed on the reinstatement list for the Job Title listed above.

Kobena-Marcus J. Collins

Digitally signed by Kobena-Marcus J. Collins
Date: 2024.04.24 13:16:55 -05'00'

4/24/2024

Signature

Date

YOU MUST ATTACH A COMPLETED REINSTATEMENT APPLICATION TO THIS REQUEST
ALL REINSTATEMENT REQUESTS MUST BE SENT TO DERcertification@Milwaukee.gov.

KOBENA-MARCUS J. COLLINS

PROFESSIONAL SUMMARY

High level relationship technician with 15+ years of experience, including full-cycle recruitment. Experienced Diversity and Inclusion Subject Matter Expert. Ally. Strategic professional with a history of creating new partnerships and expanding existing partnerships to advance organizational vision. Ability to manage expectations of multiple stakeholders internally and externally while adhering to strict timelines. Program development and implementation leader. Data informed – Mission Led. Master Facilitator. Content Marketing and Inbound Marketing Certified. Public Speaker.

HIGHLIGHTS

- Top 100 D&I Leaders 2023 Recognition
- Experienced global presenter/moderator
- Diversity Leadership Experience
- Experienced Strategic Leader
- Global perspective – circumnavigated the globe
- Client Management Expert
- Facilitated 300+ workshops and trainings

PROFESSIONAL EXPERIENCE

UW-Milwaukee School of Continuing Ed

Milwaukee, WI

January 2023 - Present

Instructor/Guest Presenter

- Developed and facilitated 4 custom sessions for CR3 Series
- Developed and facilitated 2 top-rated two-day learning experience for leadership cohort of corporate client

Traveler Consulting, LLC

Milwaukee, WI

January 2022 - Present

Founder and Principal Consultant

- Identified as a top facilitator for DEIB ‘trainings’
- Presented on 15+ national/global platforms in topics pertaining to DEIB best practices
- Led evolution and execution of client corporate pipeline programming for underrepresented collegians

Kohl's Corporation

Menomonee Falls, WI

March 2020 - February 2023

Executive Recruiter-Logistics/Diversity Recruitment SME (March 2022-Present)

- Developed working group to create new feeder program with HBCUs to fill logistic leadership roles
- Filled ~30 logistics executive roles in 9 months, with highest % of diverse hires

Diversity and Inclusion Advisor (March 2020-March 2022)

- Established as a Diversity & Inclusion SME to support advising Senior leaders, revising organizational wide D&I Vision and Mission
- Recognized as top facilitator, facilitating 30+ workshops (D&I Hiring 101, Unconscious Bias, etc.)
- Proposed, developed, and managed first organizational employer brand project targeting diverse talent
- Led 15+ management board leaders through specific D&I awareness 1:1 assessments

Bridge Builder Professional Staffing

Milwaukee, WI

April 2016 – March 2022

Diversity Recruitment Consultant

- Develop high level relationships with industry experts in order to develop strategic alliances
- Manage full cycle recruitment of direct hire roles, ensuring diverse slates

City of Milwaukee**Milwaukee, WI****June 2019 – March 2020**

Diversity Recruiter

- Established strategic diversity recruitment plan including 3 NEW partnerships within the first 90 days
- Increased the diversity of the overall employee population within first six months
- Led in the creation of a city-wide unified ERG strategy for the 3 NEW ERGs

Riverworks Development Corporation**Milwaukee, WI****November 2017 – May 2019**

Workforce Development and Partnership Specialist

- Worked with business partners and candidates to prepare and place 30+ candidates
- Coached, developed and implemented NEW career readiness curriculum for 100 clients

Alpha Phi Alpha Fraternity, Inc.**Baltimore, MD (HQ)****April 2016 – December 2017**

Midwest Regional Coordinator, Go-To-College Go-To-High School (Contract)

- Collaborate with 13 regional chapters to collect data and reports for grant requirements, while lead in regional operations and facilitate local and regional audits
- Train and Coach chapters on program development, implementation, and assessment for youth

Boys and Girls Club of Greater Milwaukee**Milwaukee, WI****August 2015 – April 2016**

Area Director

- Oversee overall operations of nine clubs, including a \$3M budget and over 75 staff
- Strategically assess and develop staff in areas of need to insure growth and success
- Refocused developmental programming for over 1,500 youth

City Year**Milwaukee, WI****September 2009 – July 2015**

National Diversity Recruitment Director (July 2014 – July 2015)

Regional Director for Diversity Recruitment and Strategic Partnerships (September 2013 – June 2014)

Recruitment Director (September 2009 – August 2013)

- Developed a system to research, analyze, and evaluate current and potential national/regional partners to help maintain a diverse applicant talent pool
- Lead in the creation of new MOU with Alpha Phi Alpha Fraternity, Inc. and re-established four other declining relationships
- Developed strategic plan and lead Midwest Regional team to successfully engage target colleges/universities
- Developed regional relationships with two National Pan-Hellenic Council member organizations
- Developed and Facilitated regional and national “cultural competence” workshops for Black and Latino Greek Lettered Organizations
- Lead a team to successfully recruit four Corps, including a Founding Corps with a retention rate of over 90% over four years (62-85 corps members)
- Successfully identified, hired, trained, supported, and managed Recruitment and Admissions Team, while managing all Recruitment and Admissions budget

EDUCATION**Masters of Arts, Cultural Foundations of Education**

December 2008

University of Wisconsin - Milwaukee — Milwaukee, WI

Bachelors of Arts, Secondary Education and History

May 2001

Lake Forest College — Lake Forest, IL

Certifications

Diversity and Inclusion Professional for HR – eCornell	September 2021
McKinsey Leadership – Management Accelerator	June 2021
Intercultural Development Inventory (IDI) Qualified Assessor	March 2021
Certified Diversity Recruiter – AIRS	December 2019
LEAD City Year Executive Training Program	July 2012

PROFESSIONAL AFFILIATIONS

Alpha Phi Alpha Fraternity, Inc. - Delta Chi Lambda Chapter - Member/Brother's Keeper Committee Co-Chair
National Association of African Americans in Human Resources - Member

ADDITIONAL INFORMATION

Uplifting Impact Featured Guest (D&I Podcast)
D&I Post-Pandemic Return to the Office Panelist
C3EB Summit 2020 Speaker and Panelist
Seen@Work-Diversity Recruitment. Starting a Diversity Recruitment Initiative from Scratch
Onboarding and Retaining Diverse Talent: A Fireside Chat
Traveled the globe with 700 students to ten countries on the Fall 200 Semester-at-Sea Voyage
City Year Milwaukee award named "Kobena-Marcus J. Collins Spirit of City Year Award"
Board Member/Governance and Nominations Committee Chair - The Community
Commissioner - City of Milwaukee Board of City Service Commission