



Department of Administration

Cavalier Johnson
Mayor

Preston Cole
Director of Administration

Steven L. Mahan
Deputy Director

April 14, 2025

City Service Commission
City Hall – Room 706
200 East Wells Street
Milwaukee, WI 53202

Dear Commissioners:

The Department of Administration, Office of Community Wellness and Safety (OWCS) requests the exempt status for the following position:

1 – Director, Office of Community Wellness and Safety

The Director will work closely with Department of Administration, the Mayor's Office, Common Council members and, most importantly, community members toward the goals of providing strategic direction and oversight for the city's efforts to reduce the risk of violence and support initiatives that promote mental health and wellness.

The position serves as the lead administrator within the OCWS, which includes the Commission on Domestic Violence and Sexual Assault.

The Reason for the Request: This position have been exempt since the inception of the Office of Community Wellness and Safety. Given the critical outward facing and unique nature of this position that the incumbent will have in policy development and the advancement of potential legislation, I request that the position be exempt from City Service.

Thank you for your consideration. Enclosed, please find the job description for this position.

If you have any questions regarding this request, please feel free to contact me at 414-286-3842.

Sincerely,

Steven L. Mahan
Deputy Director

Attachment

cc: Preston Cole, DOA

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: 4/15/2025		2. Present Incumbent:		Is incumbent underfilling position? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> If YES, indicate Underfill Title in box 10.		
3. Date Filled:		4. Previous Incumbent:				
5. Department: Administration, Dept. of			Bureau: Division: Office of community Wellness		Unit: Section:	
6. Work Location:			Telephone: Email:		Work Schedule: Hours: / Days:	
7. Represented by a Union? <input type="checkbox"/> Yes <input 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: The Community Wellness and Safety Director Underfill Title (if applicable): Requested Title (if applicable):				Pay Range	Job Code	EEO Code
				1NX		
Recommended Title (DER Use Only):				Approved by: Date:		

11. BASIC FUNCTION OF POSITION:

The Community Wellness and Safety Director leads the Office of Community Wellness and Safety (OCWS), providing strategic direction and oversight for one of the city's most important strategies to reduce the risk of violence by supporting efforts to strengthen youth, families, and neighborhoods, and promote healing in individuals and communities affected by violence. Through partnerships with community-focused agencies and organizations, the OCWS staff develops, implements, and evaluates effective and sustainable approaches to combating community violence, including sexual assault, domestic violence, human trafficking, and gun violence

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	Program Leadership <ul style="list-style-type: none">Lead the development, implementation, and management of the city's comprehensive community safety policies, programs, and strategies.Collaborate with public, private, and community partners.Recruit, manage, and support high-performing staff in the OCWS.Oversee and support the successful functioning of the Milwaukee Commission on Domestic Violence and Sexual Assault (MCDVSA), including recommending commission appointments, staff support, programming, education, policy development, data collection, and analysis.Develop Key Performance Indicators (KPIs) to measure the success of programs and evaluate their impact through defined metrics.Plan and establish standards for measuring and evaluating OCWS program outcomes, utilizing existing and new resources and methodologies.

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
	<ul style="list-style-type: none"> • Ensure the provision of safety education workshops and professional development training for community organizations and leaders. • Oversee OCWS staff and contractors performing research initiatives, including analyzing the impact of services on target populations, data collection, comparative analysis of interventions, and monitoring community health indicators such as domestic violence and youth violence. • Pursue opportunities for partnership with partner agencies, such as academic institutions, to supplement OCWS's research capacity. • Effectively represent the City of Milwaukee in internal and external community meetings, councils, and other collaborations related to safety efforts. • Strengthen systems by working with national, state, city, and community groups to apply violence reduction strategies to OCWS initiatives. • Manage the drafting and submission of grant applications to support city and community plans, and lead efforts to raise public, private, and foundation funds for OCWS programs. • Effectively manage contract execution and payment processing for OCWS vendors and community partners. • Provide professional oversight for OCWS programs, ensuring alignment with strategic goals and city-wide community safety priorities. • Oversee OCWS operations during de-escalation situations at schools, community events, and throughout the city.
40	Community Leadership <ul style="list-style-type: none"> • Develop and maintain collaborative and consistent relationships with city departments, state and federal organizations, funding agencies, medical providers, community-based organizations, advocacy groups, and academic institutions to coordinate and consult on city-wide efforts to reduce sexual assault, domestic violence, youth crime, and firearm-related violence. • Effectively represent the City and provide leadership in efforts to advance community safety. Serve as an informed thought leader on issues related to community violence reduction and promoting community safety and healing, including supporting survivors of violence and sexual assault and offering guidance on policies and initiatives that impact affected communities. • Prepare accurate talking points, presentations, and ad-hoc reports for the Department of Administration, the Mayor, and the Common Council. • Participate in community planning efforts for mental health, wellness, and social welfare. • Serve as an effective spokesperson for all OCWS programs to the media. • Effectively represent the Department of Administration and OCWS at Common Council meetings, speaking on behalf of OCWS programs. • Support the Mayor in community meetings and events by providing information and follow-up on community concerns. • Provide timely and responsive resources and support to victims of crime, sexual assault, and domestic violence.
10	Special projects and Administration <ul style="list-style-type: none"> • Provide an annual report to the Mayor • Participate in local and national collaboratives working to improve the safety and well-being of Milwaukee residents, including, but not limited to, the Violence Reduction Public Health and Safety Team (VR-PHAST) and the National Office of Violence Prevention Network. • Analyze data for special projects of interest and develop policies and programs related to the data outcomes. • Develop and participate in related training for appropriate City of Milwaukee staff. • Ensure accurate and timely grant reporting and compliance
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B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
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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.

% of Time	PERIPHERAL DUTY
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C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Steven Mahan- Deputy Director

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

Back-up support, administrative and operational support

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = **15-16**.

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	Administrative Assistant III	A, B, C, D, E, F, G, H
2	Community Program Coordinator	A, B, C, D, E, F, G, H
1	Community Program Manager	A, B, C, D, E, F, G, H
1	Family Outreach Program Manager	A, B, C, D, E, F, G, H
1	Family Outreach Program Coordinator	A, B, C, D, E, F, G, H
1	Program Assistant III	A, B, C, D, E, F, G, H
1	Operations Manager	A, B, C, D, E, F, G, H
2	ReCast Program Coordinator	A, B, C, D, E, F, G, H
1	ReCast Program Manager	A, B, C, D, E, F, G, H
1	Marketing and Communication Coordinator	A, B, C, D, E, F, G, H
1	Epidemiologist- senior	A, B, C, D, E, F, G, H
1	Grant Compliance Coordinator	A, B, C, D, E, F, G, H

F. MINIMUM QUALIFICATIONS REQUIRED: (Indicate the MINIMUM qualifications required to enter the job.)

i. Education and Experience:

- Bachelor's degree in public health, social science, criminal justice, sociology, psychology or a related field from an accredited college or university preferred.
- Five years of progressively responsible experience working with multi-disciplinary partners on youth engagement, injury or violence prevention issues, including one year in a leadership and/or supervisory capacity.
- Valid driver's license at time of appointment and throughout employment
- A properly insured vehicle for use on the job- mileage reimbursement is provided according to section 350-183 of the Milwaukee code.

Knowledge, Skills and Abilities:

Technical – Knowledge of Strategies and Resources

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- In-depth knowledge of evidence-informed strategies to prevent and reduce violence in major cities.
- Knowledge of collective-impact principles and practices for cross-sector community engagement and impact.
- Knowledge of trauma-informed care principles and crisis intervention techniques.
- Knowledge of local, state and federal regulations related to family violence prevention and victim support services.
- Knowledge of community resources, social service systems and referral networks related to family and gender-based violence prevention.
- Knowledge of best practices and strategies to prevent child abuse.
- Knowledge of best practices and strategies to prevent human trafficking.
- Knowledge of best practices and strategies to prevent domestic violence.
- Knowledge of best practices and strategies to prevent sexual assault.
- Knowledge of strategies for improving outcomes for children, youth and families.
- Skill in reading and interpreting technical documents such as policies, procedures, ordinances, statutes, administrative rules and professional publications.

Technical – Grant Funding, Budgeting and Data Management

- Knowledge of grant funding through public and private sources.
- Ability to write grant applications, prepare reports and manage budgets.
- Knowledge of the use of research products.
- Analytical skills to review information and draw accurate conclusions.
- Ability to use spreadsheet, database, project management and word processing software to develop reports and summarize data.
- Ability to analyze data and use insights to drive programmatic improvements and measure outcomes.

Communication and Interpersonal

- Ability to understand and work within complex systems, including healthcare, law enforcement, education, social services, public health, community agencies and faith organizations.
- Excellent written communication skills to create effective briefing materials, reports, policies, procedures, and correspondence.
- Ability to build and maintain positive stakeholder relationships and effectively respond to concerns.
- Ability to work effectively and positively with people whose backgrounds may differ from one's own.
- Communication and presentation skills to share information effectively individually and before groups, such as community events and common council meetings.
- Ability to work in a collaborative environment.
- Ability to provide services in a culturally sensitive manner.
- Facilitation and conflict resolution skills.
- Ability to effectively guide communities through de-escalation methods.

Leadership

- Ability to lead and manage a diverse team in a fast-paced and high-demand environment.
- Lead with integrity in words and actions.
- Ability to develop short and long-term plans related to violence prevention.
- Ability to effectively manage and motivate staff and volunteers.
- Ability to assign duties, set performance standards, provide guidance and training, monitor work progress, evaluate performance, and make hiring recommendations.
- Ability to develop processes and strategies for working efficiently.
- Ability to foster an environment of inclusion and respect.
- Ability to develop goals and strategies that meet measurable objectives.
- Ability to apply time management techniques and prioritize responsibilities to ensure work is accomplished within project deadlines.
- Skill in developing and implementing performance measurement tools to track programmatic outcomes.

Judgment and Analysis

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.

- Ability to adapt and respond to evolving community needs, regulatory changes and emerging best practices in violence prevention.
- Demonstrated capacity to show empathy and resilience to support clients in distressing situations while maintaining professional boundaries.
- Strong organization and project management skills, including managing multiple programs and prioritizing tasks effectively.
- Ability to think critically and analytically and make informed decisions.
- Ability to demonstrate discretion in the handling of sensitive information.
- Ability to be creative and flexible.
- Skill in problem-solving and decision-making.
- Ability to exercise sound judgment.
- Ability to function well under pressure, including during critical incident events.
- Ability to perform work duties with professionalism, honesty, and integrity.
- Ability to maintain confidentiality.
- Ability to serve as an effective steward of City resources.
- Bilingual in Spanish, Hmong, Russian, or other languages is preferred.

ii.

iii. Certifications, Licenses, Registrations:

iv. Other Requirements:

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 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 checked="" type="checkbox"/>	Standing: Particularly for sustained periods of time.
<input checked="" 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.

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<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 checked="" 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).

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 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.

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<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 type="checkbox"/> PC equipment (monitor, keyboard, printer, etc.)
<input type="checkbox"/> Handcart	<input 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 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

Nicole Fleck
Labor Negotiator



Re-exemption
request - Director of (

TO: Board of City Service Commissioners

FROM: Kristin Hennessy Urban
Human Resources Manager

DATE: April 15, 2025

RE: Request from the Department of Administration (DOA) to **re-exempt** the position of Director of Community Wellness and Safety

Position title	Number of positions	Pay Range
Director of Community Wellness and Safety	1	1NX (\$110,197-\$154,280)

Please find attached a request from DOA Deputy Director Steven Mahan requesting **re-exemption** of the position of Director of Community Wellness and Safety, as well as a job description.

The Director of Community Wellness and Safety leads the City's efforts to develop and sustain approaches to preventing interpersonal and community violence, including sexual assault, domestic violence, human trafficking, and gun violence. The Director of Community Wellness and Safety serves a vital role in the community, representing the City in many partnerships, coalitions, networks and activities relating to violence prevention. Additionally, the Director of Community Wellness and Safety advises City officials relative to public policy matters and legislation. Accordingly, it is imperative that the incumbent maintains the confidentiality of sensitive information and understands and implements the initiatives and directives of the mayor and other elected officials.

Maintaining strong partnerships with community members and organizations and other departments, such as the Milwaukee Police Department, is key to the success of the mission of the Office of Community Wellness and Safety. Of note, it is imperative that the position be filled quickly to provide continuity to these services. For these reasons, I recommend that the request to **re-exempt** the position of Director of Community Wellness and Safety be granted.

Please contact me at 414.286.8643 with any questions regarding this request.