



Department of Administration
Environmental Collaboration Office

Cavalier Johnson
Mayor

Preston Cole
Director

Erick Shambarger
Environmental Sustainability Director

January 9, 2025

Harper Donahue, IV
Director of Employee Relations
Room 701 City Hall

RE: Exemption Request for Environmental Sustainability Program Coordinator position for Building Performance Standards in the Environmental Collaboration Office (ECO)

Dear Mr. Donahue,

The Environmental Collaboration Office (ECO) in the Department of Administration oversees implementation of the City's adopted Climate and Equity Plan. In 2024 alone, ECO has successfully applied for and been awarded \$27.4 million in federal cooperative agreements (grants) to implement the plan. One of these grants will help implement [a new energy benchmarking policy](#) that goes into effect in June of this year. That grant, approved by the Council in files [241215](#) creates four new positions. **The Environmental Sustainability Program Coordinator position specializing in building performance standards** is one of these positions and has a footnote in the Positions Ordinance indicating it is a grant-funded position that will expire at the end of the grant-period.

ECO has negotiated a tight timeline and specific deliverables for the Department of Energy cooperative agreements. Continued funding of these projects in future budget periods is contingent on these deliverables being met on time and within budget. Moreover, with the change in the federal administration, we are concerned that the on-going funding is not as certain as it otherwise was expected to be. The person we seek to hire will also have a specialized skill set, will need political skill in public messaging, and must accept a role that is temporary in nature with some uncertainty.

We therefore request that the City Service Commission exempt this position from civil service requirements and allow ECO to use the existing position classifications of Environmental Sustainability Program Coordinator. We have also provided a job description with an eye toward this being considered at the January 14th CSC meeting. This will give the City the best opportunity to successfully implement ECO's temporary and politically-sensitive programs. For these reasons, we request your favorable consideration.

Sincerely,

Erick Shambarger
Director of Environmental Sustainability





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Environmental Sustainability Director

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RE: Exemption Request for Environmental Sustainability Program Coordinator position for regional collaboration in the Environmental Collaboration Office (ECO)

Dear Mr. Donahue,

The Environmental Collaboration Office (ECO) in the Department of Administration oversees implementation of the City's adopted Climate and Equity Plan. In 2024 alone, ECO has successfully applied for and been awarded \$27.4 million in federal cooperative agreements (grants) to implement the plan. One of these grants will help implement [a new energy benchmarking policy](#) that goes into effect in June of this year. That grant, approved by the Council in files [241215](#) creates four new positions. **The Environmental Sustainability Program Coordinator position specializing in regional collaboration** is one of these positions and has a footnote in the Positions Ordinance indicating it is a grant-funded position that will expire at the end of the grant-period.

ECO has negotiated a tight timeline and specific deliverables for the Department of Energy cooperative agreements. Continued funding of these projects in future budget periods is contingent on these deliverables being met on time and within budget. Moreover, with the change in the federal administration, we are concerned that the on-going funding is not as certain as it otherwise was expected to be. The person we seek to hire will also have a specialized skill set, will need political skill in public messaging, and must accept a role that is temporary in nature with some uncertainty. This position will be housed in ECO but will work closely with mayors from surrounding communities on joint action.

We therefore request that the City Service Commission exempt this position from civil service requirements and allow ECO to use the existing position classifications of Environmental Sustainability Program Coordinator. We have also provided a job description with an eye toward this being considered at the January 14th CSC meeting. This will give the City the best opportunity to successfully implement ECO's temporary and politically-sensitive programs. For these reasons, we request your favorable consideration.

Sincerely,

Erick Shambarger



Director of Environmental Sustainability



Department of Administration
Environmental Collaboration Office

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Erick Shambarger
Environmental Sustainability Director

January 9, 2025

Harper Donahue, IV
Director of Employee Relations
Room 701 City Hall

RE: Exemption Request for Environmental Sustainability Program Coordinator position for Community Engagement in the Environmental Collaboration Office (ECO)

Dear Mr. Donahue,

The Environmental Collaboration Office (ECO) in the Department of Administration oversees implementation of the City's adopted Climate and Equity Plan. In 2024 alone, ECO has successfully applied for and been awarded \$27.4 million in federal cooperative agreements (grants) to implement the plan. One of these grants will help implement [a new energy benchmarking policy](#) that goes into effect in June of this year. That grant, approved by the Council in files [241215](#) creates four new positions. **The Environmental Sustainability Program Coordinator position specializing in community engagement** is one of these positions and has a footnote in the Positions Ordinance indicating it is a grant-funded position that will expire at the end of the grant-period.

ECO has negotiated a tight timeline and specific deliverables for the Department of Energy cooperative agreements. Continued funding of these projects in future budget periods is contingent on these deliverables being met on time and within budget. Moreover, with the change in the federal administration, we are concerned that the on-going funding is not as certain as it otherwise was expected to be. The person we seek to hire will also have a specialized skill set, will need political skill in public messaging, and must accept a role that is temporary in nature with some uncertainty.

We therefore request that the City Service Commission exempt this position from civil service requirements and allow ECO to use the existing position classifications of Environmental Sustainability Program Coordinator. We have also provided a job description with an eye toward this being considered at the January 14th CSC meeting. This will give the City the best opportunity to successfully implement ECO's temporary and politically-sensitive programs. For these reasons, we request your favorable consideration.

Sincerely,

Erick Shambarger
Director of Environmental Sustainability





Department of Employee Relations

Cavalier Johnson
Mayor

Harper Donahue, IV
Director

Molly King
Employee Benefits Director

Nicholas DeSiato
Labor Negotiator

TO: Board of City Civil Service Commissioners

FROM: Kristin Hennessy Urban
Human Resources Manager

DATE: January 10, 2025

RE: Request from the Department of Administration, Environmental Collaboration Office, to exempt three, new positions of Environmental Sustainability Program Coordinator

<u>Position Title</u>	<u># of Positions</u>	<u>Pay Range</u>
Environmental Sustainability Program Coordinator	3	2JX (\$80,774-\$92,612)

Please find attached request letters from DOA Environmental Sustainability Director Erick Shambarger to exempt three, new positions of Environmental Sustainability Program Coordinator, as well as a general job description for the positions.

The Environmental Collaboration Office successfully secured \$27.4 million in federal cooperative grants to implement the City's Climate and Equity Plan. Funded by those grants, these three Environmental Sustainability Program Coordinator positions are limited in duration, which is indicated by a footnote in the Positions Ordinance. Further, there are specific deliverables associated with the grants that are time sensitive. Accordingly, I recommend that the request to exempt these three positions be approved.

Please contact me at 414.286.8643 should you have questions regarding this request.

JOB DESCRIPTION

FOR DER USE ONLY

Vacancy No.

City Service Commission:	Finance Committee:
Fire & Police Commission:	Common Council:

Instructions: Complete all sections. Refer to the *Guidelines for Preparing Job Descriptions* for instructions on completing specific items.

1. Date Prepared/ Revised: 12/20/2024		2. Present Incumbent: None		Is incumbent underfilling position?	
3. Date Filled:		4. Previous Incumbent:		YES <input type="checkbox"/> NO <input type="checkbox"/> If YES, indicate Underfill Title in box 10.	
5. Department: Administration, Dept. of			Bureau: Division: ECO		Unit: 1517 Section:
6. Work Location: City Hall/Remote			Telephone: Email:		Work Schedule: Hours: 8a-5pm / 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: Environmental Sustainability Program Coordinator			Pay Range	Job Code
				2JX	5331
	Underfill Title (if applicable):				
Requested Title (if applicable):					
Recommended Title (DER Use Only):				Approved by: Date:	

11. BASIC FUNCTION OF POSITION:

This position will benchmark energy use in City of Milwaukee municipal buildings using ENERGY STAR® Portfolio Manager and track carbon emissions across municipal operations. The position will assist in the implementation of the City's benchmarking policy for commercial buildings in City Ordinance 200-62 and assist in the development of the City's prospective commercial building performance standard utilizing best practices from the national building performance coalition (nationalbpscoalition.org). The position will attend community meetings and inspect construction projects.

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%	Review city energy bills and enter municipal energy data into ENERGY STAR® Portfolio Manager for the City's 100+ buildings. Manage and record energy and GHG emissions across all municipal operations, including Water Works, streetlights, and fleet.
70%	Assist in the implementation of the City's benchmarking policy and prospective building performance standard.

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
	•
	•
	•
	•
	•
	•

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.

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Pamela Ritger de la Rosa, Environmental Sustainability Program Manager

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

Position will receive extensive supervision and mentoring.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = **0**.

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:

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)

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

- i. **Education and Experience:**
Bachelor’s Degree in public administration, environmental studies, or related field is preferred. Coursework in energy policy is desired. Minimum of 1 year experience in managing public sector programs is preferred.
- ii. **Knowledge, Skills and Abilities:**
ECO emphasizes three qualities for all team members: Project Management, Personal Growth, and Community Leadership. The ideal candidate should bring outstanding project management skills and be able to prioritize among various program demands. Under the direction of the City’s Environmental Sustainability Director, the position will grow their management, leadership, and communication skills, and continuing education is encouraged. Knowledge of energy efficiency and renewable energy practices, analysis, and terms is preferred. Excellent communication skills in writing and public speaking is important to effectively match community demands with ECO’s environmental priorities and limited project funding. Must be able to work collaboratively with multiple units of government, employers, and workers. Should have a passion for action to protect the climate.

Technical

- Knowledge of energy analysis and policy.
- Proficient in Microsoft Office programs.
- Expertise in data analysis, through programs such as Microsoft Excel, including developing charts, using pivot tables, and analyzing numbers.
- Strong mathematical skills, including developing custom formulas for Excel.
- Ability to take complex data and make understandable, visual presentations. Experience with Microsoft Power BI is a plus.

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Critical Thinking and Professionalism

- Ability to plan, organize and accomplish work, manage multiple assignments simultaneously and meet deadlines.
- Skill in analyzing and solving problems.
- Ability to exercise sound judgment.
- Ability to perform well under pressure.
- Time management skills, including the ability to manage multiple and competing priorities.
- Ability to approach projects with energy, creativity, and resourcefulness.
- Ability to demonstrate professionalism, poise, and courtesy.
- Ability to take direction, clarify expectations, and deliver results.

iii. Certifications, Licenses, Registrations:

Certificate in Energy Analysis and Policy or related certification is a plus.

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 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.

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.

<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 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 checked="" 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 checked="" 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: 20%**

CHECK ALL THAT APPLY:

<input 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 checked="" 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.

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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.)

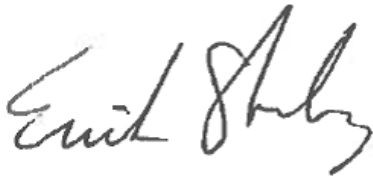
CHECK ALL THAT APPLY:

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

The position needs to effectively manage divisional communications to meet the standards of the office, Mayor, and the City of Milwaukee.

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.