



July 2nd, 2021

Ms. Makda Fessahaye
Director of Employee Relations
Department of Employee Relations
200 E. Wells St.
City Hall, Room 706
Milwaukee, WI 53202

Dear Ms. Fessahaye:

The Milwaukee Health Department (MHD) is hereby requesting a re-exemption of one position of ReCAST Program Manager in the City of Milwaukee's Office of Violence Prevention's (OVP) program.


The MHD was awarded grant funding for the ReCAST Milwaukee (MKE) Project September 1, 2016. This is a five-year grant-funded initiative targeting Milwaukee's high-risk youth and families to promote resilience and equity through evidence-based, violence prevention, and community youth engagement programs and services. This project is funded by the Substance Abuse and Mental Health Services Administration (SAMSHA) of the US Department of Health and Human Services, and if successfully implemented, will provide \$1.0 million in grant funding each year over a five-year grant period (\$5.0 million total).

The ReCAST Program Manager is primarily responsible for the oversight and execution of the ReCAST MKE work plan and ensuring the goals and objectives of the plan are met. Under the direction of the Director of the Office of Violence Prevention, the Program Manager will work to recruit and build the ReCAST MKE coalition, monitor contracts, manage grant reporting, oversee program deliverables, and manage ReCAST staff.

The position is scheduled for vacancy approval from the Finance & Personnel Committee meeting on June 30th, 2021. The re-exemption of this position will permit our department to select a candidate who will assist us immediately in carrying out our public health mission.

Please find attached the job descriptions and associated competencies necessary to fulfill the grant deliverables for the position. Should you have any questions about this request, please contact please Arnitta Holliman, OVP Director at 414-758-0197, or Sarah Wangerin, Human Resources Analyst Senior at 414-708-4033.

Sincerely,

DocuSigned by:

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Kirsten Johnson
Commissioner of Health



Department of Employee Relations

Tom Barrett
Mayor

Makda Fessahaye
Director

Renee Joos
Director
Employee Benefits

Nicole Fleck
Labor Negotiator

TO: Board of City Civil Service Commissioners

FROM: Kristin Hennessy Urban
Human Resources Manager

DATE: July 2, 2021

RE: Request from the Milwaukee Health Department to **re-exempt** the position of the ReCAST Program Manager

<u>Position Title</u>	<u># of Positions</u>	<u>Pay Range</u>
ReCAST Program Manager	1	2 HX (\$54,865 - \$76,807)

Please find attached a request from Commissioner of Health Kirsten Johnson to re-exempt the position of ReCAST Program Manager. A copy of the job description is attached.

The ReCAST Program Manager is a part of the City of Milwaukee’s Office of Violence Prevention and is 100% federally grant-funded. As the Commissioner explains in her request letter, the MHD was awarded funding for the ReCAST program manager as part of a five-year initiative targeting Milwaukee’s high-risk youth and families. The incumbent will report to the Director of the Officer of Violence Prevention and will be responsible for all deliverables associated with the grant, including evidence-based violence prevention and community youth engagement programs and services. The position entails a high degree of sensitivity, confidentiality and the incumbent will work closely with the staff in the Mayor’s Office and the Common Council in order to engage the community in establishing a work plan and in executing community training sessions and public events.

Because this position is completely grant funded, there is an expedited need to fill the position due to the requirements of the grant. Accordingly, I recommend that the request to re-exempt the position be approved.

Please contact me at 414.286.8643 should you have any questions relative to this request.

City of Milwaukee
CS-25, Rev.
11/14

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: 06/29/2021		2. Present Incumbent:		Is incumbent underfilling position?		
3. Date Filled:		4. Previous Incumbent: Arnitta Holliman		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> If YES, indicate Underfill Title in box 10.		
5. Department: Health		Bureau:		Unit: Office of Violence Prevention		
		Division: Community Health		Section: ReCast		
6. Work Location: Zeidler Municipal Building 841 N. Broadway 3 rd Floor		Telephone:		Work Schedule:		
		Email:		Hours: 8:00am-4:45pm / Days: 5		
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: ReCast Program Manager			Pay Range	Job Code	EEO Code
				2HX	4857	24
	Underfill Title (if applicable):					
	Requested Title (if applicable):					
Recommended Title (DER Use Only):				Approved by:		
				Date:		

11. BASIC FUNCTION OF POSITION:

The ReCAST Program Manager is primarily responsible for the oversight and execution of the ReCAST MKE work plan and ensuring the goals and objectives of the plan are met. Under the direction of the Director of the Office of Violence Prevention, The Program Manager will work to recruit and build the ReCAST MKE coalition. Monitor contracts, manage grant reporting, and oversee program deliverables. This includes but is not limited to:

- Coordinate extensively with the Needs Assessment Consultant and Strategic Planning Consultant to assist the coalition and the community in achieving project goals.
- Coordinate with the Quantitative and Qualitative Evaluators to ensure necessary data is collected and analyzed. Work to introduce the evaluators to all constituencies of the project.
- Lead planning for the trainings offered by the ReCAST MKE Project, including reaching out to speakers and trainees and coordinating planning and event logistics.
- Contribute to grant reporting to the funding source as needed.

With the support of the ReCAST Program Coordinator, the Program Manager will work to engage community partners and build public awareness about ReCAST activities and impact.

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
90	Program Management
	Managing planning, execution, and reporting on program activities and impact. Responsible for day to day program oversight including activities and partnerships.
	Coordinate written and verbal grant reporting requirements to SAMSHA and relevant Common Council committees.
	Provide direct supervision to ReCAST Program Coordinator.

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
10	Other Duties as Assigned
	•

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Arnitta Holliman, Director Office of Violence Prevention

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

Work assignments are primarily outlined, reviewed and approved by the Director of the Office of Violence Prevention

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = 1.

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	Extent of Supervision Exercised <i>(Select those that apply from list above, a - h)</i>
1	Recast Program Coordinator A, B, C, D, E, F, G, H

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

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- i. **Education and Experience:**
Bachelors Degree in Social Work, Criminal Justice, Public Policy, Human Services, or Public Health preferred. Other related education or relevant experience also considered.
- ii. **Knowledge, Skills and Abilities:**
Applied knowledge and understanding of violence prevention, positive youth development, community trauma, and trauma informed practices, and its impact on young people within the community. Experience in relationship building, and working effectively with individuals from diverse backgrounds. Experience with coalition work and/or collective impact work will be considered a plus. Proficient use of Microsoft Office Suite including Word, Excel, Outlook, and PowerPoint. Competency in using and project management software such as Redbooth, Basecamp, or Asana. Ability to read and interpret documents and reports. Excellent written and verbal communication skills. Strong social-emotional skills including self-awareness, empathy, and self-management.
- iii. **Certifications, Licenses, Registrations:**
Valid driver’s license must be maintained throughout employment for efficient travel to meetings and events required for job.
- iv. **Other Requirements:**
Ability to build and maintain good working relationships with diverse populations. Maintain strict confidentiality. Strong organizational skills are a minimum requirement. Leadership and adept multi-tasker. Travel to trainings, conferences required including grantee meetings.

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.

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.
<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 checked="" 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.

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<input type="checkbox"/>	Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
<input type="checkbox"/>	Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

- I. **VISUAL ACUITY REQUIREMENTS:** (List the visual acuity requirements that are essential functions of the job.)

CHECK ONE:

<input checked="" type="checkbox"/>	Operators (Electronic Equipment), Inspection, Close Assembly, Clerical, Administrative: This is a minimum standard for use with those whose job requires work done at close visual range (i.e. preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small parts, operation of machines, using measurement devices, assembly or fabrication of parts).
<input type="checkbox"/>	Machine Operators, Mechanics, Skilled Tradespeople: This is a minimum standard for use with those whose work deals with machines where the seeing job is at or within arm's reach. This also includes mechanics and skilled tradespeople and those who do work of a non-repetitive nature such as carpenters, technicians, service people, plumbers, painters, mechanics, etc. (If the machine operator also inspects, check the "Operators" box.)
<input type="checkbox"/>	Mobile Equipment Operators: This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
<input type="checkbox"/>	Other: This is a minimum standard based on the criteria of accuracy and neatness of work for janitors, sweepers, etc.

- J. **THE CONDITIONS THE WORKER WILL BE SUBJECT TO IN THIS POSITION:**

List the environmental/working conditions to which the employee may be exposed while performing the essential functions of the job. Include scheduling considerations such as on-call for emergencies, rotating shift, etc. **Approximate Percentage of time performing field work:** _____%

CHECK ALL THAT APPLY:

<input checked="" type="checkbox"/>	None: The worker is not substantially exposed to adverse environmental conditions (<i>such as typical office or administrative work</i>).
<input type="checkbox"/>	The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes (<i>i.e. warehouses, covered loading docks, garages, etc.</i>)
<input type="checkbox"/>	The worker is subject to outside environmental conditions: No effective protection from weather.
<input type="checkbox"/>	The worker is subject to extreme cold: Temperatures below 32 degrees for period of more than one hour.
<input type="checkbox"/>	The worker is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour.
<input type="checkbox"/>	The worker is subject to noise: There is sufficient noise to cause the worker to shout in order to be heard above the surrounding noise level.
<input type="checkbox"/>	The worker is subject to vibration: Exposure to oscillating movements of the extremities or whole body.
<input type="checkbox"/>	The worker is subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places or exposure to chemicals.
<input type="checkbox"/>	The worker is subject to atmospheric conditions: One or more of the following conditions that affect the respiratory system or the skin: Fumes, odors, dust, mists, gases or poor ventilation.
<input type="checkbox"/>	The worker is subject to oil: There is air and/or skin exposure to oils and other cutting fluids.
<input type="checkbox"/>	The worker is required to wear a respirator.

- K. **MACHINE, TOOLS, EQUIPMENT, ELECTRONIC DEVICES, SOFTWARE, ETC. USED BY POSITION:**

List equipment needed to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)

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 checked="" type="checkbox"/>	Packing materials (boxes, shrink wrap, etc.)

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

Customer Service – Manages difficult or emotional situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

Oral Communication – Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication – Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Ability to read and interpret written information.

Teamwork – Balances team and individual responsibilities; Exhibits objectivity and openness to others' views'; Gives and welcomes feedback; Contributes to building appositive team spirit; Puts success of team above own interests; Ability to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

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

Kirsten Johnson

 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.