



Cavalier Johnson
Mayor

Sharon Robinson
Director

Department of Administration

January 5, 2023

Mr. Harper Donahue, IV, Director
Department of Employee Relations
City Hall, Room 706

Subject: Request to Continue the Exempt Status of a Position

Dear Mr. Harper:

The Department of Administration – Office of Equity and Inclusion (OEI) position of Contract Compliance Office is currently vacant, and I am writing to request that the position be re-exempted from Civil Service requirements as expeditiously as possible. This position reports directly to OEI Chief Equity Officer, and the OEI is housed within the Office of the Administration Director. Reasons for the request for exemption of this position include the following:

- A high level of discretion and confidentiality is required to carry out the duties of the position as the individual will handle very sensitive issues and information pertaining to high profile development projects. This information includes potential proprietary information presented by prospective and approved Small Business Enterprises (SBEs) and contractors. The individual is also required to obtain confidential local resident demographic data (including addresses and salary information) to monitor compliance with the City's Residents Preference Program (RPP).
- The Contract Compliance Officer monitors SBE and RPP compliance for active catalytic development projects that are currently underway or will soon be launched. Therefore, an extensive hiring process will delay the development community's efforts to comply with reporting compliance activities to the OEI and the Common Council.
- Filling this position is urgent. Failing to do so will be severely disruptive to businesses, and if we do not act expediently, will halt OEI's efforts to comply with the SBE and RPP provisions identified in Chapters 355 and 370 of the Milwaukee Code of Ordinances. Due to the fact that the civil service hiring process is lengthy and due to the fact that the office has limited staff, capacity issues and the specialized skill set of this position, it is not possible to temporarily reassign all of the duties to other employees. In fact, only one person remains in the SBE section of the OEI at this time.

Your consideration of this request is greatly appreciated. A current job description is attached for review. If you have questions regarding this request, please contact me at 414-286-3828.

Sincerely,

Sharon Robinson
Director of Administration