



Department of Administration  
Community Development Grants Administration

Cavalier Johnson  
Mayor

Preston Cole  
Director of Administration

Steven L. Mahan  
Community Development Grants Director

September 14, 2023

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

Dear Commissioners:

The Department of Administration, Community Development Grants Administration (CDGA) requests the exempt status for the following position:

Grant Monitor

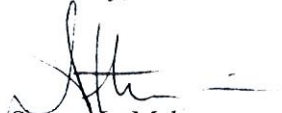
The Reason for the Request: This was a new position a year ago, term to grant, to oversee American Recovery Act funding. These positions have been exempt since the inception of Community Development Block Grant, and other federal funds to the City of Milwaukee. These positions are funded completely with federal funds. The long term continuation of funding at this level is uncertain due to changing federal priorities. By retaining these positions as exempt, we communicate the tenuousness of the positions to the prospective employees.

The Procedures to be used for Recruitment and Selection are as follows: CDGA needs to fill this vacancy to continue its mandatory grant compliance function for several grants received by the City and administered by CDGA. CDGA will request resumes from new applicants and looking at any resumes that may be on hand from previous rounds of hiring.

Selection: The Block Grant Director and the Associate Director will screen all applications and resumes according to the attached job description and conduct job interviews. Equal Opportunity guidelines will be followed in making the selection.

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

Sincerely,



Steven L. Mahan  
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.

|   |   |   |                 |
|---|---|---|-----------------|
| <b>1. Date Prepared/ Revised:</b><br>09/13/23   | <b>2. Present Incumbent:</b><br>Vacant  | <b>Is incumbent underfilling position?</b><br>YES <input type="checkbox"/> NO <input checked="" type="checkbox"/><br><i>If YES, indicate Underfill Title in box 10.</i> |                 |
| <b>3. Date Filled:</b>  | <b>4. Previous Incumbent:</b><br>Olivia Freckman  |   |                 |
| <b>5. Department:</b><br>Administration, Dept. of   | <b>Bureau:</b> Community Development<br><b>Division:</b> Grants Administration                        | <b>Unit:</b> 1511<br><b>Section:</b> 11   |                 |
| <b>6. Work Location:</b> City Hall, Room 606  | <b>Telephone:</b> 414-286-3647<br><b>Email:</b>   | <b>Work Schedule:</b><br>Hours: 8:00- 4:45 / Days: M-F  |                 |
| <b>7. Represented by a Union?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | <b>8. Bargaining Unit:</b> Management, General City<br><b>If in District Council 48, which local?</b> | <b>9. FLSA Status (check one):</b><br><input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt  |                 |
| <b>10. Official Title:</b><br>Grant Monitor   | <b>Pay Range</b>  | <b>Job Code</b>   | <b>EEO Code</b> |
| <b>Underfill Title (if applicable):</b>   | 2JX   | 4632  | 204             |
| <b>Requested Title (if applicable):</b>   |   |   |                 |
| <b>Recommended Title (DER Use Only):</b>  |   | <b>Approved by:</b><br><br><b>Date:</b>   |                 |

## 11. BASIC FUNCTION OF POSITION:

The position is responsible for the monitoring and evaluation of assigned Community Development projects; to assist project operators on an on-going basis in the implementation of approved activity; to ensure that CDGA funded activity confirms to all programmatic requirements; to evaluate the effectiveness of project activity and performance of project operators.

## 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   |
|-----------|--|
| 25%       | <ul style="list-style-type: none"> <li>Technical Assistance. Provide technical assistance to all assigned project (staff and board of directors) in moving projects under contract, accomplishing project objectives and in utilizing resources in substantial conformance with all prescribed Federal, State and City laws, regulation, ordinances and policies; attend project meetings and board meeting for all assigned projects; coordinate agencies and individuals for combined meetings relative to sharing resources, information and/or identifying and solving common problems.</li> </ul>   |
| 25%       | <ul style="list-style-type: none"> <li>Monitoring. Conduct at a minimum two In-depth field visits to assigned projects within the CDGA annual timetable utilizing prescribed guidelines and instruments for field visits; conduct field visits and inspections on a routine basis throughout CDGA program year utilizing prescribed guideleines and offering technical assistance to assigned projects; collect qualitative and quantitative information and data for all field visits utilizing techniques such as direct communication with directors, staff and beneficiaries, observation, sampling, communicating with professionals in other programs, etc.</li> </ul> |
| 10%       | <ul style="list-style-type: none"> <li>Prepare Report Findings. Using the results of data collection and analysis for all assigned projects prepare narrative letters within prescribed guidelines and time frames to assigned projects addressing the issues, questions and areas monitored that formed the basis of the site visit.</li> </ul>   |
| 10%       | <ul style="list-style-type: none"> <li>Data Collection and Processing. Collect and process various progress reports, documents and data on assigned projects to determine progress, to solve problems to determine effect on beneficiaries, to determine if project or approach is feasible to assess the effectiveness of activities in meeting objectives, etc. Collect, review and process various progress reports for Federal, State and City regulatory requirements, meeting various timelines.</li> </ul>  |
| 25%       | <ul style="list-style-type: none"> <li>Evaluations. Using various data collected throughout the program year, perform annual evaluations and performance reports in prescribed format for all assigned projects, assessing how well project activities</li> </ul>  |

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   |
|-----------|--|
|           | were performed, whether objectives were met, what impact the projects had, etc.  |
| 5%        | <ul style="list-style-type: none"> <li>Other. Maintain updated project files and all assigned projects with various prescribed data and documents. Attend appropriate meetings, conferences and seminars regarding projects, presenting information, answering questions and/or obtaining knowledgeable data to assist projects in program activity. Participate with other staff in devising internal organizational procedures and instruments and making recommendations for improvements.</li> </ul> |
|           | •  |
|           | •  |
|           | •  |
|           | •  |

**B. PERIPHERAL DUTIES:**

| % of Time | PERIPHERAL DUTY |
|-----------|-----------------|
|           | •               |
|           | •               |
|           | •               |
|           | •               |
|           | •               |
|           | •               |
|           | •               |
|           | •               |
|           | •               |
|           | •               |

**C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:**

Monique Morris, Assistant Fiscal Grant Manager

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

The Assistant Fiscal Grant Manager establishes and reviews general policies which are to be followed, and ensure that all required deadlines are met.

**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:

|  |   |  |
|--|---|--|
| 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 |  |
| <b>Number Supervised</b>   | <b>Job Title</b>  | <b>Extent of Supervision Exercised</b><br>(Select those that apply from list above, a - h) |
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**F. MINIMUM QUALIFICATIONS REQUIRED:** (Indicate the MINIMUM qualifications required to enter the job.)

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- i. Education and Experience:  
Graduation from an accredited college or university with an emphasis in Business Administration or related field; Two years of experience in related grant activities. Valid driver's license and availability of properly insured personal vehicle for use on the job at time of appointment and throughout employment.
- ii. Knowledge, Skills and Abilities:  
A broad knowledge of grant funding and reporting. Demonstrates leadership and decision making skills.
- iii. Certifications, Licenses, Registrations:
- iv. Other Requirements:  
Proficiency in various software programs and ability to stay current with evolving technoligh changes necessary to perform web-based duties.

### 13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED

The Americans with Disabilities Act of 1993 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"/>            | <b>Climbing:</b> 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"/>            | <b>Balancing:</b> 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"/>            | <b>Stooping:</b> 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"/>            | <b>Kneeling:</b> Bending legs at knee to come to a rest on knee or knees.   |
| <input type="checkbox"/>            | <b>Crouching:</b> Bending the body downward and forward by bending leg and spine.   |
| <input type="checkbox"/>            | <b>Crawling:</b> Moving about on hands and knees or hands and feet.   |
| <input type="checkbox"/>            | <b>Reaching:</b> Extending Hand(s) and arm(s) in any direction.   |
| <input type="checkbox"/>            | <b>Standing:</b> Particularly for sustained periods of time.  |
| <input type="checkbox"/>            | <b>Walking:</b> Moving about on foot to accomplish tasks, particularly for long distances.  |
| <input type="checkbox"/>            | <b>Pushing:</b> 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"/>            | <b>Pulling:</b> Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.   |
| <input type="checkbox"/>            | <b>Lifting:</b> 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 type="checkbox"/>            | <b>Fingering:</b> Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.   |
| <input type="checkbox"/>            | <b>Grasping:</b> Applying pressure to an object with fingers and palm.  |
| <input type="checkbox"/>            | <b>Feeling:</b> 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"/> | <b>Talking:</b> 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 type="checkbox"/>            | <b>Hearing:</b> 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"/>            | <b>Repetitive Motions:</b> Substantial movements (motions) of the wrist, hands, and/or fingers.   |
| <input checked="" type="checkbox"/> | <b>Driving:</b> Minimum standards required by State Law (including license).  |

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**H. PHYSICAL REQUIREMENTS OF THE POSITION:** (List the physical requirements that are essential functions of the job.)

**CHECK ONE:**

|                          |  |
|--------------------------|--|
| <input type="checkbox"/> | <b>Sedentary Work:</b> 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"/> | <b>Light Work:</b> 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"/> | <b>Medium Work:</b> 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"/> | <b>Heavy Work:</b> 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"/> | <b>Very Heavy Work:</b> 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"/> | <b>Operators (Electronic Equipment), Inspection, Close Assembly, Clerical, Administrative:</b> 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"/>            | <b>Machine Operators, Mechanics, Skilled Tradespeople:</b> 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"/>            | <b>Mobile Equipment Operators:</b> This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.  |
| <input type="checkbox"/>            | <b>Other:</b> 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"/> | <b>None:</b> The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work).  |
| <input type="checkbox"/>            | <b>The worker is subject to inside environmental conditions:</b> Protection from weather conditions but not necessarily from temperature changes (i.e. warehouses, covered loading docks, garages, etc.)               |
| <input type="checkbox"/>            | <b>The worker is subject to outside environmental conditions:</b> No effective protection from weather.  |
| <input type="checkbox"/>            | <b>The worker is subject to extreme cold:</b> Temperatures below 32 degrees for period of more than one hour.  |
| <input type="checkbox"/>            | <b>The worker is subject to extreme heat:</b> Temperatures above 100 degrees for periods of more than one hour.  |
| <input type="checkbox"/>            | <b>The worker is subject to noise:</b> There is sufficient noise to cause the worker to shout in order to be heard above the surrounding noise level.  |
| <input type="checkbox"/>            | <b>The worker is subject to vibration:</b> Exposure to oscillating movements of the extremities or whole body.   |
| <input type="checkbox"/>            | <b>The worker is subject to hazards:</b> 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"/>            | <b>The worker is subject to atmospheric conditions:</b> 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"/>            | <b>The worker is subject to oil:</b> There is air and/or skin exposure to oils and other cutting fluids.   |
| <input type="checkbox"/>            | <b>The worker is required to wear a respirator.</b>  |

**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.)

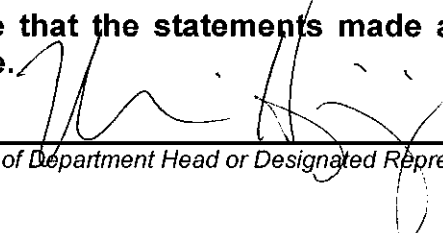
*The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.*

**CHECK ALL THAT APPLY:**

|  |   |
|--|---|
| <input checked="" 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 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 checked="" type="checkbox"/> Office Machines <i>(check all that apply)</i> : <input checked="" type="checkbox"/> Copier <input checked="" type="checkbox"/> Facsimile <input checked="" 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

**Renee Joos**  
Employee Benefits Director

**Nicole M. Fleck**  
Labor Negotiator

**TO:** Board of City Civil Service Commissioners

**FROM:** Kristin Hennessy Urban  
Human Resources Manager

**DATE:** September 21, 2023

**RE:** Request from Community Development Block Grant Director to **re-exempt** the position of Grant Monitor

| <u>Position Title</u> | <u># of Positions</u> | <u>Pay Range</u>        |
|-----------------------|-----------------------|-------------------------|
| Grant Monitor         | 1                     | 2 JX: \$71,341-\$90,796 |

Please find attached a request from Community Block Grant Director Steven Mahan to **re-exempt** the position of Grant Monitor, as well as a job description for the title.

The Grant Monitor oversees and evaluates assigned Community Development projects, assists project operators in the implementation of approved activity, ensures that funded activities conform to all programmatic requirements and evaluates project activity and the performance of the associated operators. As indicated in the attached memo, the position of Grant Monitor is completely funded by federal dollars. The Grant Monitor position has historically been exempted from Civil Service, as the amount and nature of the associated grant funding may fluctuate based upon competing priorities at the federal level.

Based upon the above factors, I recommend that the position of Grant Monitor be re-exempted.

Please contact me at 414.286.8643 should you have additional questions.