



Department of Administration  
Community Development Grants Administration  
November 1, 2023

Cavalier Johnson  
Mayor

Preston Cole  
Director of Administration

Steven L. Mahan  
Community Development Grants Director

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 Compliance Manager

The Reason for the Request: This position was added to oversee American Recovery Act funding. These positions have been exempt since the inception of Community Development Block Grant 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

Ref: 28-Exemption 11-23.doc

# 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> 11/01/23		<b>2. Present Incumbent:</b>		<b>Is incumbent underfilling position?</b>	
<b>3. Date Filled:</b>		<b>4. Previous Incumbent:</b>		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> If YES, indicate Underfill Title in box 10.	
<b>5. Department:</b> Administration, Dept. of			<b>Bureau:</b> Community Develop <b>Division:</b> Grants Administration		<b>Unit:</b> 151 <b>Section:</b> 11
<b>6. Work Location:</b> City Hall, Room 606			<b>Telephone:</b> 414-286-3647 <b>Email:</b>		<b>Work Schedule:</b> Hours: 8:00 a.m.-4:45 p.m. / Days: Monday-Friday
<b>7. Represented by a Union?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<b>8. Bargaining Unit:</b> Management, General City If in District Council 48, which local?			<b>9. FLSA Status (check one):</b> <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
<b>10.</b>	<b>Official Title:</b> Grant Compliance Manager			<b>Pay Range</b>	<b>Job Code</b>
				2KX	5018
	<b>Underfill Title (if applicable):</b> n/a				
	<b>Requested Title (if applicable):</b> n/a				
<b>Recommended Title (DER Use Only):</b>				Approved by: _____ Date: _____	

## 11. BASIC FUNCTION OF POSITION:

The Grant Compliance position provides direct assistance to the Director to assure compliance with the City's Grant Development and Grant Reporting under all of its federal Community Development grant programs. The Grant Compliance position acquires and maintains knowledge of all funded programs and procedures, grant regulations and computer related programs necessary to: (1) train and supervise the Grant Monitoring staff, and (2) comply with Federal, State and city reporting requirement and produce reports.

## 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
70%	<ul style="list-style-type: none"> <li>Assist in Grant Development, Grant Compliance and Grant Reporting</li> <li>Coordinates or assist in coordinating the development and completion of required grant applications and required grant annual reports.</li> <li>Prepares (or assist in preparing) various programmatic reports that provides the Director and funding sources with detail analysis of grant programs and community effectiveness.</li> <li>Properly and competently supervise the program monitoring staff in the proper and competent management, monitoring and evaluating of various funded programs, including providing technical assistance to funded organizations, follow up and resolution of issues.</li> <li>Coordinates public announcement and public hearings involving the review of all proposed grant programs.</li> <li>Assist City Departments to identify grant opportunities and apply for grants and ensure compliance with grant requirements.</li> <li>Oversees the use of the eCivis grants locator system for coordinating grant-based initiatives with non-profits organizations and other units of government.</li> <li>Performs other duties as assigned by the Director of Community Development Grants Administration.</li> </ul>

### B. PERIPHERAL DUTIES:

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
15	<ul style="list-style-type: none"> <li>The Grant Compliance position along with the Associate Director's position coordinates the proper and competent management of the day-to-day activities of the office, including proper maintenance and preserving programs records.</li> </ul>
15	<ul style="list-style-type: none"> <li>The Grant Compliance position regularly and continuously measure and evaluates specific particular operational activities against broad policy positions of the Mayor and Common Council and other policy making bodies. This requires a knowledge and understanding of these policies and the ability to extract, translate and develop, from these broad general policies, specific guidelines for the analysis of the specific particular programs. This is a critical and integral part of all the duties and analytic responsibilities of this position.</li> </ul>

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

Steve Mahan, Director

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

The Director establishes and review 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 = 5.

**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:

or supervision increased by undertaking 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> <i>(Select those that apply from list above, a - h)</i>
5	Grant Monitor	a,b,c,d,e,g

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

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.

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ii. Knowledge, Skills and Abilities:

A broad knowledge of grant funding and reporting. The individual should be enthusiastic, energetic and resourceful. 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 technology 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).

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

**CHECK ONE:**

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<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.)

**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.)

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<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

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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:** November 1, 2023

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

<u>Position Title</u>	<u># of Positions</u>	<u>Pay Range</u>
Grant Compliance Manager	1	2 KX: \$76,030-\$96,768

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

The Grant Compliance Manager ensures accurate and timely reporting and completion of deliverables relative to all grants under the purview of the Department of Administration, Community Development Block Grants Division. Added to the 2022 Budget, this particular Grant Compliance Manager position is funded by the American Rescue Plan Act (ARPA); accordingly, the funding's duration is likely to be limited. Additionally, filling this vacancy expeditiously is critical in order to comply with the requirements of the grant.

The Grant Compliance Manager positions in the CBDG, of which there are three, have historically been exempt 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.