



Department of Employee Relations

Cavalier Johnson
Mayor

Makda Fessahaye
Director

Renee Joos
Employee Benefits
Director

Nicole M. Fleck
Labor Negotiator

TO: The Honorable
The Board of City Civil Service Commissioners

FROM: Kristin Hennessy Urban
Human Resources Manager

DATE: January 7, 2022

RE: Request from the Department of City Development (DCD) to **re-exempt** the position of Real Estate Compliance Liaison Officer

<u>Position Title</u>	<u># of Positions</u>	<u>Pay Range</u>
Real Estate Compliance Liaison Officer	1	2QX (\$97,420-\$136,395)

Please find attached a request from Department of City Development Deputy Commissioner Vanessa Koster to **re-exempt** the position of Real Estate Compliance Liaison Officer, as well as a job description for the position.

The Real Estate Compliance Liaison Officer deals with confidential and sensitive financial and proprietary information and represents the Commissioner before boards and commissions on related issues. Because of the sensitivity of the information to which the incumbent will have access, the advisory role the individual will hold within the organization and the incumbent's role in negotiation strategy, I recommend approval of the request to exempt this position from Civil Service.

Please contact me at 414.286.8643 should you have any questions.



Department of City Development
City Plan Commission
Redevelopment Authority of the City of Milwaukee
Neighborhood Improvement Development Corporation

Lafayette L. Crump
Commissioner

Vanessa L. Koster
Deputy Commissioner

December 29, 2021

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

Dear Ms. Fessahaye:

The Department of City Development is hereby requesting re-exemption from the provisions of Civil Service for the Real Estate Compliance Liaison Officer position. We are asking that this request be heard by the City Service Commission at its meeting on January 11, 2022.

The Real Estate Compliance Liaison Officer is responsible for providing high-level service to assist City Development's mission to guide and promote development. This position will be responsible for providing significant policy and strategic negotiation advice to the Commissioner and other staff. The Real Estate Compliance Liaison Officer is uniquely positioned in the Commissioner's office and serves at the pleasure of the Commissioner, working directly with the Commissioner and very closely with the administration, City departments, and community and business stakeholders. The position will also have access to sensitive information, such as confidential proprietary financial data and project and expansion plans from businesses and developers.

The Real Estate Compliance Liaison Officer drafts and reviews documents, resolutions and agreements, represents the department before boards and commissions, and provides guidance to the department. This position also assists staff with various agreements and leases required for development projects and real estate transactions.

For the above reasons, we are requesting that Real Estate Compliance Liaison Officer position be re-exempted. City Development intends to conduct an external recruitment utilizing the Department of Employee Relations services to select a candidate.

The job description for this position is attached. Should you have any questions or require additional information, please contact Vanessa Armstrong at extension 6076.

Sincerely,

Vanessa L. Koster
Deputy Commissioner



Attachment

cc: Vanessa Armstrong, DCD

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: 9/15/2020		2. Present Incumbent: Vacant		Is incumbent underfilling position?	
3. Date Filled: 2/8/2021		4. Previous Incumbent: Mary Schanning		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> If YES, indicate Underfill Title in box 10.	
5. Department City Development		Bureau: Division: Commissioner's Office		Unit: Section:	
6. Work Location: 809 N. Broadway		Telephone: Email:		Work Schedule: Hours: 40 / 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: Real Estate Compliance Liaison Officer			Pay Range	Job Code
	Underfill Title (if applicable):			2QX	
	Requested Title (if applicable):				
Recommended Title (DER Use Only):				Approved by: Date:	

11. BASIC FUNCTION OF POSITION:

As the Real Estate Compliance Liaison Officer for the Department of City Development, this position is responsible for drafting and reviewing documents, resolutions and agreements, formulating negotiation strategies, representing the department before boards and commissions, and providing guidance to the department as assigned by the Commissioner.

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	<ul style="list-style-type: none"> Work with Tax Incremental Financing Districts project managers to draft and review public notices, resolutions, project plans, term sheets, development & cooperation agreements, exhibits to agreement that could include; PILOT, Human Resource, Maintenance, Public Access and other agreements as required by the term sheet for newly created, amended, allocated and boundary amendment TIFDs.
20	<ul style="list-style-type: none"> Work with the Commissioner and project managers to formulate and carry out negotiation strategy with developers and other stakeholders.
20	<ul style="list-style-type: none"> Assist real estate staff with drafting and reviewing Purchase and Sale Agreements, Leases, Operating Agreements and other documents as required for real estate transactions.
10	<ul style="list-style-type: none"> Serve as liaison to the Port of Milwaukee to assist with negotiations, drafting and review of northern harbor tract leases including Summerfest, Discovery World, Harbor House and the Lakefront Gateway Project. Work with the Office of the City Attorney as necessary in the preparation and review of leases and contracts for the southern harbor tract. Perform other related duties as may be requested by the Port Director.
5	<ul style="list-style-type: none"> Serve as a liaison to the City Attorney's Office for real estate and related matters.
5	<ul style="list-style-type: none"> Work with RACM and City staff to draft and review resolutions and bond documents for RACM bond transactions prior to review by the City Attorney's Office.
5	<ul style="list-style-type: none"> Work with Planning Staff and provide guidance for zoning matters.
	<ul style="list-style-type: none">

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
	•

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
5	• Other duties as assigned by the Commissioner of the Department of City Development and the Executive Director of the Redevelopment Authority.
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C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Lafayette L. Crump, Commissioner

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

Supervision may include some oversight depending on the level of the legal tasks performed.

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:

or 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:

Graduate of accredited law school with license to practice law in the State of Wisconsin or Master's degree in real estate, planning, public administration, or closely related field.

Five years of progressively responsible work experience practicing law, or experience that includes drafting and reviewing resolutions and agreements, negotiations, and providing compliance guidance.

Experience with laws and ordinances concerning TIFDs, development, real estate management, and planning is desired. Work experience in government or the public sector desired.

Knowledge, Skills and Abilities:

Broad-based knowledge of government structure, real estate, housing and urban redevelopment is desirable.

Ability to work with a diverse team.

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Highly developed written, verbal, and presentation communication skills, and ability to effectively communicate to a wide variety of audiences (residents, business owners, developers, elected officials, etc.).

Ability to prioritize tasks and manage projects to complete tasks based on departmental deadlines and goals.

Honesty, integrity and the ability to maintain confidentiality.

Computer skills including word processing, presentation, spreadsheet, desktop publishing software.

- ii. Certifications, Licenses, Registrations:
License to practice law in the State of Wisconsin
Must have a valid Wisconsin's Driver's License.

- iii. 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 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.
<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 (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 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 (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):	

F. 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.)

Must have the ability to carry out routine assignments without detailed supervision and to provide guidance to others. Must possess good oral/written communication skills.

G. 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.