



## Department of Employee Relations

**Cavalier Johnson**  
Mayor

**Makda Fessahaye**  
Director

**Renee Joos**  
Employee Benefits  
Director

**Nicole M. Fleck**  
Labor Negotiator

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

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

**DATE:** January 7, 2022

**RE:** Request from the Milwaukee Health Department (MHD) to **exempt** the position of  
ReCast Program Coordinator

<b>Position Title</b>	<b># of Positions</b>	<b>Pay Range</b>
ReCast Program Coordinator	1	2CN (\$45,473-\$55,825)

Please find attached a request from Commissioner of Health Kirsten Johnson to exempt the position of ReCast Program Coordinator in the Office of Violence Prevention. A copy of the job description is attached.

The position of ReCast Program Coordinator is within the Office of Violence Prevention and is 100% federally grant-funded, as are all positions with the Office of Violence Prevention. Because of the grant funded nature of the position – currently through 2026 – it is imperative that the position is filled in an expedient manner to ensure timely and continued action relative to the grant. Accordingly, I recommend that the request to exempt the position be approved.

Please contact me at 414.286.8643 should you have any questions.



November 24<sup>th</sup>, 2021

Makda Fessahaye  
Employee Relations Director  
Department of Employee Relations  
City Hall, Room 706

Dear Ms. Fessahaye:

The Milwaukee Health Department (MHD) is hereby requesting an exemption of one position of ReCAST Program Coordinator 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 in 2016 and again in 2021. This is a five-year grant-funded initiative targeting Milwaukee's high-risk youth and families to promote healing, mental wellness, resilience and equity through evidence-based, violence prevention, trauma-prevention, and community 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 will provide \$1.0 million in grant funding each year over a five-year grant period (\$5.0 million total). The ReCAST Program Coordinator is primarily responsible for providing administrative and program support for the ReCAST program and ReCAST Program Manager. Under the direction of the ReCAST Program Manager, the Coordinator will support day-to-day implementation of ReCAST activities and provide support to ReCAST funded programs.

The exemption of this position will permit our department to select a candidate who will assist us immediately in carrying out our public health mission and fulfilling the goals and objectives of the grant.

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:

A handwritten signature in black ink that reads "Kirsten Johnson".

62DBA10B7405423...

Kirsten Johnson

Commissioner of Health

City of  
Milwaukee  
CS-25, Rev.  
10/05

# JOB DESCRIPTION

## FOR DER USE ONLY

Vacancy No. \_\_\_\_\_

City Service  
Commission: \_\_\_\_\_  
Fire & Police  
Commission: \_\_\_\_\_

Finance  
Committee: \_\_\_\_\_  
Common  
Council: \_\_\_\_\_

**Instructions:** Complete all sections except No. 11. Refer to the "Guidelines for Preparing Job Descriptions" for instructions on completing specific items.

<b>1. Date Prepared/ Revised:</b> 11/24/21		<b>2. Present Incumbent:</b> Nitza Vara-Ramos		<b>Is incumbent underfilling position?</b>	
<b>3. Date Filled:</b>		<b>4. Previous Incumbent:</b> N/A		<b>YES <input type="checkbox"/> NO <input checked="" type="checkbox"/></b> If YES, indicate underfill title in box 10.	
<b>5. Department:</b> Health			<b>Bureau:</b>		<b>Unit: Section:</b>
			<b>Division:</b> Office of Violence Prevention		
<b>6. Work Location:</b> ZMB/UWM ZSPH			<b>Telephone:</b>		<b>Work Schedule:</b> 8:00am to 4:45pm Work hours may vary Hours: 8 / Days: 5
			<b>Email:</b>		
<b>7. Represented by a Union?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			<b>8. Bargaining Unit:</b> Management		<b>9. FLSA Status:</b> Exempt <input checked="" type="checkbox"/> Non Exempt <input type="checkbox"/>
<b>10.</b>	<b>Official Title:</b> ReCAST Program Coordinator				<b>Pay Range</b>
					<b>Job Code</b>
					<b>EEO Code</b>
	<b>Underfill Title (if applicable):</b>				
	<b>Requested Title (if applicable):</b>				
<b>Recommended Title (DER Use Only):</b>				<b>Approved by:</b> _____	
				<b>Date:</b> _____	

### BASIC FUNCTION OF POSITION:

The ReCAST Program Coordinator will provide administrative and programming support for the ReCAST Milwaukee Initiative. ReCAST Milwaukee is a program funding through a grant from the Substance Abuse and Mental Health Services Administration (SAMHSA) focused on preventing trauma and promoting healing among youth ages 12-24. Under the supervision of the ReCAST Program Manager, the Coordinator will support day to day implementation of ReCAST activities and other programs within the Office of Violence Prevention. The Coordinator should be able to manage multiple projects and tasks in a fast pace and high demand environment. Must have strong communication, inter-personal, and administrative skills. Proficient use of Microsoft Office Suite and social media is a must with familiarity with project management tools.

### 11. DESCRIPTION OF JOB (Check if description applies to **Official Title** ☒ or **Underfill Title** ☐):

#### A. ESSENTIAL FUNCTIONS/Duties and Responsibilities:

##### 25% Administrative

- Manage administrative tasks related to program implementation including documentation, logistics, and program monitoring
- Coordinate processes for project management and coordination across multiple partners and projects using project management software
- Document meeting and event notes and outcomes electronically and on flip chart paper
- Transcribe notes and other pertinent information for planning and distribution
- Coordinate event planning, logistics, and activities
- Support fiscal management/contracting and reporting to the funding source as needed.

##### 50% Program Support:

- Staff information and resource tables promoting OVP and ReCAST related resources
- Build on existing efforts to identify, classify and assess behavioral health and other culturally competent, trauma-informed resources for youth and their families.
- Develop an easy interface for other youth and family-serving professionals to access information about these resources.

- Engage community and institutional partners to participate in department coalitions and strategy meetings.
- Develop a series of learning experiences for youth-serving professionals that increases their capacity to appropriately refer high-risk youth and their families to resources, including referrals to culturally competent, trauma-informed behavioral health services.
- Assist in the coordination of a professional development calendar of learning experiences (trainings, workshops, shadowing, coaching).
- Assist in the coordination of department sponsored community events.
- Represent the department at community coalition and other program related meetings as assigned.
- Conduct regular site visits to department funded organizations to monitor implementation of project requirements.
- Coordinate with all ReCAST MKE Project staff on a regular basis to support project goals, monitoring and reporting.

**25% Communications Support**

- Manage OVP and ReCAST MKE social media and other digital communications platforms in coordination with Milwaukee Health Department Communications Officer
- Produce digital updates using communication software such as Constant Contact and Spark Post
- Manage OVP website in Coordination with City of Milwaukee Information Technology Division

**B. OTHER FUNCTIONS:**

Perform all other duties and tasks as assigned by ReCAST Manager or Director of the Office of Violence Prevention

**C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:** Sumaoyah Clark, ReCAST Milwaukee Program Manager

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

**F. SUPERVISION EXERCISED:**

Total number of employees for whom responsible, either directly or indirectly = 0

**G. MINIMUM QUALIFICATIONS REQUIRED:** 1 year of administrative or clerical experience preferred, 1 year of youth or community program experience, good writing and communication skills, proficient in use of Microsoft Office suite and proficient at use of social media

**H. EDUCATION AND/OR EXPERIENCE:** Bachelor's degree or comparable experience

**Additional desired experiences and skills include:**

- Ability to manage multiple, concurrent tasks required; ability to work independently with a high degree of initiative required;
- Demonstrated judgment and discretion in the handling of sensitive information required.
- The successful candidate should demonstrate a strong interest and talent for engaging effectively with a diverse group of high-level community stakeholders in achieving desired outcomes.
- Flexibility, creativity, and the ability to contribute at both strategic and tactical levels are required. Additionally, the individual must have a collaborative, team-oriented approach in working.

**Mental Demands:**

Comfortable balancing the demands of independent thought with those of a collaborative, interdisciplinary environment.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position must be able to lift up to 25 lbs. Ability to sit for extended periods of time; keyboarding; ability to travel.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work will be performed in an office setting, in neighborhoods, and at meetings. The noise level in the work environment is usually moderate.

**Computer Skills** Microsoft Office, Basecamp, Spark Post, Red Booth, Constant Contact

### Certificates, Licenses, Registrations

Valid driver's license must be maintained throughout employment.

### Other Skills and Abilities

Ability to build and maintain good working relationships with a multi-cultural and multi-discipline staff, other agencies and the public. Ability to provide services in a culturally sensitive manner. Ability to maintain confidentiality

**Other Qualifications** Travel outside the City of Milwaukee may be required. Occasional overnight travel may be required. May be required to wear a respirator. May be required to carry a pager, cellular phone, blackberry or similar device during business hours. Ability to participate on a 24hour emergency on-call rotation schedule (including weekends). Properly insured vehicle for use on the job is required (automobile allowance provided).

## H. PHYSICAL DEMANDS OF POSITION:

**Physical Demands** (Indicate the amount of on-the-job time is spent performing the following physical activities to perform the ESSENTIAL FUNCTIONS of the job; you may edit the activity descriptions as appropriate to this job.)

<i>Physical Activity</i>	<i>None</i>	<i>Less than 1/3</i>	<i>1/3 to 2/3</i>	<i>More than 2/3</i>
Stand	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Use hands to finger, handle, or feel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reach with hands and arms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Stoop, kneel, crouch or crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talk or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Taste or smell	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<i>Lifts weight or exerts force</i>	<i>None</i>	<i>Less than 1/3</i>	<i>1/3 to 2/3</i>	<i>More than 2/3</i>
Up to 10 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Up to 25 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Up to 50 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Physical Demands

- ☒ Close vision
- ☒ Distance vision
- ☐ Color vision
- ☐ Peripheral vision
- ☒ Depth perception
- ☒ Ability to adjust focus

## I. ENVIRONMENTAL/WORKING CONDITIONS:

### Work Environment

- ☐ Very quiet conditions
- ☐ Quiet conditions
- ☒ Moderate noise
- ☐ Loud noise
- ☐ Very loud noise

**Approximate Percentage of time performing field work:** 15%

**J. EQUIPMENT USED:** Telephone, Computer, Fax.

## K. SUPPLEMENTARY INFORMATION:

**L. COMPETENCIES:** To perform the job successfully, an individual should demonstrate the following competencies.

Select the three (3) to five (5) competencies most critical to successful performance of this job. For Non-Management positions choose from the competencies described in Section I; For Management positions choose from the competencies described in Section II. All position descriptions will include these two additional competencies:

**Professional Development** – Learns new skills on own initiative; Demonstrates understanding and interest in current trends and best practices in the field of discipline; Applies new skills and knowledge on the job; Evaluates own potentials/weaknesses and plans for improvement; has proficient skills in necessary computer applications.

**Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

**Technical Skills** - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

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

**I believe that the statements made above in describing this job are complete and accurate:**

Arnitta Holliman  
JOB DESCRIPTION WRITTEN BY

Director, Office of Violence Prevention  
TITLE

11/24/2021  
DATE

DocuSigned by:

Arnitta Holliman  
APPROVED BY

Director, Office of Violence Prevention  
TITLE

12/28/2021  
DATE