



Department of Employee Relations

Cavalier Johnson
Mayor

Vacant
Director

Renee Joos
Director
Employee Benefits

Nicole Fleck
Labor Negotiator

Job Evaluation Report

City Service Commission Meeting: May 24, 2022

Department of Administration

Current	Recommended
New Position	ARPA Director PR 20X (\$87,472 - \$122,465) FN: Appointment at any rate in the range with DER/Finance and Personnel Chair approval. (One Position)

Note: Residents receive a rate that is 3% higher.

The Department of Administration (DOA) has requested classification of a new position that will oversee the distribution of ARPA (American Rescue Plan Act) funds. The authority for this position is being requested at the May 25, 2022 Finance and Personnel Committee meeting. A new job description was provided, and discussions were held with Eric Pearson, Budget and Fiscal Policy Operations Manager.

This position serves in a lead oversight role for ARPA administration and project management, in collaboration with DOA divisions; works closely with the Mayor, Common Council, and other elected officials, City departments, and community partners involved with the City's ARPA efforts; and supports other Non-ARPA projects as needed. Duties and responsibilities include:

- Coordinate development of the City's ARPA funding plan including through support of the American Rescue Plan Act Funding allocation Task Force.
- Coordinate with DOA and Comptroller's Office staff plus other staff as needed to ensure ARPA funds are spent in full compliance with ARPA guidelines established by the federal government.
- Coordinate development and submission of required ARPA reports to meet reporting deadlines including Project and Expenditure reports and the Recovery Plan Performance Report.
- Coordinate monitoring of financial and performance monitoring of funded projects.
- Work to ensure that ARPA decision-making and investments prioritize racial equity and inclusion.
- Support the City's ongoing ARPA community engagement efforts; attend community meetings, receive community input, and provide community education on ARPA issues; and maintain collaborative relationships with community groups.
- Work to ensure that ARPA decision making and investments are transparent; and that data and information is widely available and easily accessible to the public.
- Prepare reports and give presentations to update progress for the Mayor and Common Council.
- Perform related work as assigned that involves complex compliance and purchasing requirements.

Minimum qualifications include a bachelor's degree in public policy, public administration, business, or related field and five years of experience in a governmental or non-profit setting, performing related functions. A master's degree in public policy, public administration, business, or related field is preferred. Equivalent combinations of education and experience may be considered.

This new high-level position will have a lead oversight role for the administration and project management of ARPA funds and will be responsible for required reports and compliance with federal guidelines. This position will report directly to the Budget and Management Director, provide advice to the Mayor and Common Council, and support the American Rescue Plan Act Funding Allocation Task Force. This position will assist with the decision-making process and work to ensure that racial equity and inclusion is a priority.

Comparisons were made to other City positions and we recommend Pay Range 20X (\$87,472 - \$122,465). Other leadership positions in this pay range include Capital Finance Manager and Executive Director – Deferred Compensation Board. We also recommend recruitment at any rate in the range with the approval of the Department of Employee Relations (DER) and the Chair of Finance and Personnel. The requested title of ARPA Director is appropriate because of the leadership responsibilities related to the ARPA funds.

We therefore recommend classifying this new position as ARPA Director in Pay Range 20X (\$87,472 - \$122,465) with recruitment at any rate in the range with the approval of DER and the Chair of the Finance and Personnel Committee.

Action Required – Effective Pay Period 12, 2022 (May 29, 2022)

In the Salary Ordinance:

Under Pay Range 20X, add the title “ARPA Director (3) (6)”.

Prepared by: Sarah Trotter
Sarah Trotter, Human Resources Representative

Reviewed by: Andrea Knickerbocker
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Renee Joos, Interim Employee Relations Director