



Department of Administration
Office of Equity and Inclusion

Cavalier Johnson
Mayor

Sharon Robinson
Director of Administration

Nikki Purvis
Chief Equity Officer

May 25, 2022

Ms. Renee Joos, Interim Director
Department of Employee Relations
City Hall, Room 706
200 E. Wells Street
Milwaukee, WI 53202

Subject: Request to Re-exempt a Position

Dear Ms. Joos,

The Department of Administration – Office of Equity and Inclusion's (OEI) Business Analyst, Senior position was vacated Friday, May 20, 2022. I am requesting that the position be re-exempted from Civil Service requirements, and heard by the City Service Commission at its Tuesday, June 7, 2022 meeting. This position reports directly to the Chief Equity Officer.

The Business Analyst, Senior position has been exempt since its inception, in alignment with the additional positions that support and administer the Small Business Enterprise Program. A high level of discretion and confidentiality is required as the individual will handle very sensitive issues and sometimes proprietary information presented by prospective and currently certified Small Business Enterprises and vendors, pursuant to applicable provision of the Milwaukee Code of Ordinances. The Business Analyst, Senior also works with external stakeholders to identify programming and technical assistance.

This position is primarily funded through Community Development Block Grant (60%), which is of a limited or uncertain duration.

A current job description is attached for your review. If you have any questions or require additional information, please feel free to contact me at npurvi@milwaukee.gov or 414-286-5948.

Your consideration of this request is greatly appreciated.

Sincerely,

DocuSigned by:
Nikki Purvis
68EF51D474DB41A...

Nikki Purvis
Chief Equity Officer

C: Sharon Robinson, Director of Administration



Department of Employee Relations

Cavalier Johnson
Mayor

Vacant
Director

Renee Joos
Director
Employee Benefits

Nicole Fleck
Labor Negotiator

TO: Board of City Civil Service Commissioners

FROM: Kristin Hennessy Urban
Human Resources Manager

DATE: June 3, 2022

RE: Request from the Department of Administration (DOA) to **re-exempt** the position of Business Analyst –Sr.

<u>Position Title</u>	<u># of Positions</u>	<u>Pay Range</u>
Business Analyst-Sr.	1	2EX (\$49,643-\$64,695)

Please find attached a request from the DOA Office of Equity and Inclusion to re-exempt the position of Business Analyst-Sr., as well as a job description for the position.

This position has been exempt since its inception, as the incumbent exercises a high degree of discretion in supporting and administering the Small Business Enterprise Program. The incumbent will handle sensitive issues relative to prospective and currently certified Small Business Enterprises and vendors, and is largely grant-funded.

Pursuant to the above, I recommend that the request to re-exempt the position of Business Analyst-Sr. be approved.

Please contact me at 414.286.8643 should you have additional questions.

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: 3/30/2022		2. Present Incumbent: James Methu		Is incumbent underfilling position? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> If YES, indicate Underfill Title in box 10.	
3. Date Filled: 6/1/2016		4. Previous Incumbent: Antoine Miller			
5. Department: Department of Administration			Bureau: Division: 1518 - Office of Equity and Inclusion		Unit: Section:
6. Work Location: City Hall, Room 606			Telephone: 414-286-8749 Email: jmethu@milwaukee.gov		Work Schedule: Hours: 40 / Days: 5
7. Represented by a Union? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		8. Bargaining Unit: Management, General City 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: Business Analyst, Senior				Pay Range	Job Code
				2EX	4314
Underfill Title (if applicable):					
Requested Title (if applicable):					
Recommended Title (DER Use Only):				Approved by:	
				Date:	

BASIC FUNCTION OF POSITION:

Responsible for implementing practices and procedures to ensure maximum opportunities exist for small businesses to fully participate in City of Milwaukee procurements and construction contracts in accordance with the Small Business Enterprise Program as outlined in Chapter 370 of the Milwaukee Code of Ordinances.

11. 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
35%	Contract Monitoring And Reporting <ul style="list-style-type: none"> Assist city personnel involved in citywide procurement and construction related activities in preparing bid specifications and other documents in accordance with the provisions of the Small Business Enterprise Program. Coordinate compliance reports from various city departments Identify construction contracts and projects that will offer opportunities to engage Small Business Enterprises. Review procurement contract opportunities for Small Business Enterprise engagement and evaluating purchasing RFP submissions. Resolve issues related to contract disputes, payment and contractor/vendor performance Monitor proprietary software to ensure SBE utilization compliance between prime and sub-contractors Prepare compliance data reporting data for multiple contracting departments Assist SBE firms with operating within the City's contracting procedures.
25%	Certification and Application Review <ul style="list-style-type: none"> Process, analyze and review new, renewal and addendum applications and supporting

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
	documentation <ul style="list-style-type: none"> • Conduct certification eligibility site reviews • Analyze and process revolving loan applications
15%	Technical And Financial Business Assistance <ul style="list-style-type: none"> • Provide technical assistance to businesses in relation to contract & procurement opportunities • Assist prime vendors in identifying SBE contractors for City let and city funded projects. • Connect businesses with other technical resources around the state • Provide customers with information regarding all phases of business development including starting a business and/or relocating the business to Wisconsin. • Field phone calls from internal/external customers inquiring about City procurement and contracting opportunities; field phone calls from SBEs covering a myriad of concerns ranging from City contracting information, payment concerns, certification issues and general business questions. • Oversee the Revolving Loan Program application review process
15%	Database Management <ul style="list-style-type: none"> • Update SBE records in the certification and compliance monitoring software • Confirm new contracts and terms, and update appropriate SBE utilization in the compliance monitoring software • Manage online SBE certified business directory • Create and run custom reports • Send communication to vendors and SBE-certified business in the compliance monitoring software
10%	Community Outreach <ul style="list-style-type: none"> • Provide presentations regarding the SBE Program and Revolving Loan opportunities to internal and external stakeholders. • Partner with departments to educate internal and external customers and stakeholders regarding city contracting opportunities • Assist with planning and executing Office's annual Small Business Conference and Milwaukee Small Business Week • Partner with external stakeholders to host events for the small business community • Assist partnering organizations with community outreach efforts to ensure maximum visibility.

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
	•

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Nikki Purvis, Chief Equity Officer

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

Under the supervision and direction of the Chief Equity Officer

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:

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.

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 <i>(Select those that apply from list above, a - h)</i>

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

i. Education and Experience:

Bachelor's degree require; major in business or finance preferred; one year experience in small business development or program planning and evaluation

ii. Knowledge, Skills and Abilities:

Familiarity with government and small business community; demonstrate ability to analyze numerical data and draw conclusions from the same; ability to recognize trends or changes; use accurate logic in analysis; extensive knowledge of general personal computer applications for word processing, spreadsheets, and databases; ability to independently prioritize responsibilities and assignments to meet organizational goals required; excellent communication and presentation skills required, written and oral; marketing and promotions experience; experience conducting training sessions, proven ability to work with diverse teams/departments; and requires excellent consultative and communication skills; analytical ability and strong judgment and management skills.

i. Certifications, Licenses, Registrations:

N/A

ii. Other Requirements:

N/A

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.

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 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 checked="" 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.
<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 checked="" 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:

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.

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: 0%**

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.

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 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):	

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 as a personal characteristics that contribute to an individual's ability to perform well in the job, and any other special considerations.)

The Small Business Enterprise Program is a city-wide effort and includes analyzing all city-let commodities, services, and construction contracting opportunities. This position is directly involved in the aforementioned efforts and requires a high level of ethics and integrity

M. I believe that the statements made above in describing this job are complete and accurate.

DocuSigned by:

Nikki Purvis

68FE51D474DB41A...

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.