



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

May 24, 2022

Ms. Kristin Urban
Staffing Services Manager
Department of Employee Relations
City Hall, Room 706
200 East Wells Street
Milwaukee, WI 53202

Dear Ms. Urban:

The Department of City Development is hereby requesting re-exemption from the provisions of Civil Service for the Economic Development Specialist position. We are asking that this request be heard by the City Service Commission at its meeting on June 7, 2022. This economic development position in the department has traditionally been exempted from the provisions of Civil Service because the employees in this role have access to sensitive information from the businesses with which they work, such as confidential proprietary financial data and business expansion plans.

The Economic Development Specialist coordinates economic development initiatives in the City's neighborhood commercial districts through the Commercial Revitalization Grant program and interaction with Business and Neighborhood Improvement Districts. The four other Economic Development Specialist positions in the department have been exempted from the provisions of Civil Service due to their access to sensitive information and the department seeks to treat this position the same.

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





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 City Development (DCD) to **re-exempt** the position of Economic Development Specialist

<u>Position Title</u>	<u># of Positions</u>	<u>Pay Range</u>
Economic Development Specialist	1	2GX (\$51,498-\$73,508)

Please find attached a request from Department of City Development Deputy Commissioner Vanessa Koster to re-exempt the position of Economic Development Specialist, as well as a job description for the position. Of note, the other four positions in this title are exempt from Civil Service.

The Economic Development Specialist works directly with the Commissioner, aldermen, other elected officials and business owners to identify and facilitate business opportunities in the City and to advance business development initiatives identified by Council members. Because of the degree of accountability to a number of elected and appointed officials, the sensitivity of the information to which the incumbent has access as well as the advisory role he or she assumes, I recommend that the request to re-exempt this position be granted.

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: 10/29/2020		2. Present Incumbent: VACANT		Is incumbent underfilling position?	
3. Date Filled:		4. Previous Incumbent: Vanessa Claypool		YES <input type="checkbox"/> NO <input type="checkbox"/> If YES, indicate Underfill Title in box 10.	
5. Department: Dept. of City Development			Bureau: Division: Commercial Corridor Team		Unit: Section:
6. Work Location: 809 N. Broadway, 1 st floor			Telephone: Email:		Work Schedule: Hours: 8 am – 4:45 pm/ Days: M-F
7. Represented by a Union? <input type="checkbox"/> Yes <input 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: Economic Development Specialist			Pay Range	Job Code
				2GX	
	Underfill Title (if applicable):				
Requested Title (if applicable):					
Recommended Title (DER Use Only):				Approved by: Date:	

11. BASIC FUNCTION OF POSITION:

Assist Common Council members to bring to fruition their vision of development and business formation in their districts, by providing direct assistance to property and business owners.

12. DESCRIPTION OF JOB (Check if description applies to **Official Title XX** 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
15	• Maintain regular in-person and telephone contact with all members of the Common Council, to understand their perspectives and insights regarding the needs and opportunities of their districts with respect to business formation, support for small business, and support for commercial property owners. Keep Council members informed of the Department's actions that support businesses in their districts.
10	• Work with colleagues within the Dept. of City Development to evaluate and determine strategies to advance business development initiatives identified by Council members.
10	• Work with City departments and other appropriate parties to resolve business and property owner concerns identified by Council members.
20	• Maintain ongoing contact with commercial real estate brokers, developers, business associations, Business Improvement Districts, and others who can assist in matching businesses seeking space with vacant commercial space.
10	• Arrange meetings and events that provide platforms for communication between Council members and businesses and commercial property owners in their districts.
5	• Provide regular progress reports to DCD Commissioner.
20	• Manage City's relationship with assigned Business Improvement Districts.
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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
5	• Attend DCD senior staff and major projects meetings.
5	• Generate quarterly activity reports detailing all contacts with Council members and follow-up.
	•

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Natanael Martinez, Commercial Corridor Manager

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

Much of the incumbent's workload will be generated as a result of his/her ongoing contact with Common Council members and the DCD Commissioner. The supervisor will assign duties with respect to the management of relationships with Business Improvement Districts.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = **None**.

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:

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 in communications, political science, business administration, real estate, marketing, or a related field. Master's degree preferred.
Experience in community development, economic development and/or commercial real estate preferred.
Experience in working with elected officials preferred.
Experience in making public presentations.

ii. Knowledge, Skills and Abilities:

Strong oral and written communications skills.
Outstanding judgment and ability to maintain confidential information.
Strong organizational skills; ability to successfully handle multiple requests and client service cases.
Outstanding customer relationship skills.
Experience in use of Microsoft Office Suite (Word, Excel, Powerpoint)

iii. Certifications, Licenses, Registrations:

Valid Wisconsin Driver's License required. Incumbent may be required to use personal automobile in the conduct of City business.

iv. Other Requirements:

Occasional evening and weekend work may be required.
Incumbent must be a "self-starter," comfortable with initiating interactions, and conscientious with respect to follow-up.

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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 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.
xx	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.
xx	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.
xx	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:

x	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,

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	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 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 (<i>such as typical office or administrative work</i>).
<input type="checkbox"/>	The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes (<i>i.e. warehouses, covered loading docks, garages, etc.</i>)
<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	x	Office Equipment (desk, chair, telephone, etc.)
<input type="checkbox"/>	Cleaning supplies	x	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	X	PC equipment (monitor, keyboard, printer, etc.)
<input type="checkbox"/>	Handcart	X	PC software
<input type="checkbox"/>	Hand tools (please list):		
<input type="checkbox"/>	Office Machines (check all that apply):	x Copier	x Facsimile
		<input type="checkbox"/> Calculator	<input type="checkbox"/> Cash register
<input type="checkbox"/>	Other (please list):		

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

The incumbent must be a self-starter, with a pleasant personality, flexible, comfortable in initiating contacts with elected officials, highly ethical, able to maintain confidential information,

- 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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