



Department of Administration
Environmental Collaboration Office

Cavalier Johnson
Mayor

Sharon Robinson
Director

Erick Shambarger
Environmental Sustainability Director

May 20, 2022

Kristin Urban
Human Resources Manager
Room 701 City Hall

RE: Re-Exemption for the position of Environmental Sustainability Program Coordinator (1 of 2)

Dear Ms. Urban,

I respectfully request re-exemption of the Environmental Sustainability Program Manager position in the Environmental Collaboration Office (ECO) in the Department of Administration. This position title has been previously exempted by the City Service Commission; the two other Environmental Sustainability Program Coordinator positions are exempt. ECO received authority to fill this position at the April 13th, 2022 Finance and Personnel Committee meeting.

After discussion with DER staff (May 5th), our plan is to use the Environmental Sustainability Program Manager position authority but fill the position at the Environmental Sustainability Coordinator level at this time. Among the duties of this position is staffing Mayor Johnson in the City's involvement in the Great Lakes St. Lawrence Cities initiative. It will also coordinate the City's Water Centric City initiative. These duties require political sensitivity and the ability to represent the administration's policies and positions in a regional capacity.

Re-exempting this position will give the City the best opportunity to successfully implement ECO's time-sensitive programs and position the City to capitalize on emerging future federal grant opportunities in water and renewable energy. For these reasons, I request your favorable consideration.

Sincerely,

Erick Shambarger
Director of Environmental Sustainability





Department of Employee Relations

Cavalier Johnson
Mayor

Vacant
Director

Renee Joos
Director
Employee Benefits

Nicole Fleck
Labor Negotiator

June 3, 2022

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 Environmental Sustainability Program Coordinator

<u>Position Title</u>	<u># of Positions</u>	<u>Pay Range</u>
Environmental Sustainability Program Coordinator	1	PR 2IX (\$59,632-\$83,431)

Please find attached a request from the DOA Environmental Collaboration Office (ECO) to re-exempt the position of Environmental Sustainability Program Coordinator, as well as a job description for the position.

The incumbent will implement the Mayor's strategic initiatives related to water and sustainability, staffing the Mayor's involvement in the Great Lakes St. Lawrence Cities initiative and coordinating the City's Water Centric initiative. Accordingly, the incumbent must understand and articulate the Mayor's related policy initiatives in a regional setting. Further, filling the position quickly will enable the ECO to capitalize upon grant funding and to meet related compliance deadlines.

Please note that the department is "underfilling" the Environmental Sustainability Program Manager position at the Environmental Sustainability Program Coordinator level. At a later time, the higher level position may be filled, possibly by one of the three Environmental Sustainability Program Coordinators. It is my recommendation that the department request re-exemption of the Environmental Sustainability Program Manager position at that time, enabling the record of exemptions to reflect the current situation, should the CSc approve this request.

For the reasons above, I recommend that the request to re-exempt the position of Environmental Sustainability Program Coordinator 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: 3/29/2022		2. Present Incumbent: Vacant		Is incumbent underfilling position?	
3. Date Filled:		4. Previous Incumbent: Elizabeth Hittman		YES <input type="checkbox"/> NO <input type="checkbox"/> If YES, indicate Underfill Title in box 10.	
5. Department: Administration, Dept. of			Bureau: Division: ECO		Unit: Section:
6. Work Location: City Hall			Telephone: Email:		Work Schedule: Hours: 8a-5pm / Days: M-F
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: Environmental Sustainability Program Coordinator (using Program Manager position authority)				Pay Range	Job Code
Underfill Title (if applicable):				2LX	5331
Requested Title (if applicable):					
Recommended Title (DER Use Only):				Approved by: Date:	

11. BASIC FUNCTION OF POSITION:

The Environmental Sustainability Program Manager coordinates the Milwaukee Shines solar program and Water Centric City Initiative, coordinates program delivery and finances, writes grants, and serves as the public face of the programs while growing ECO's impact on the community.

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"> Program Coordination of the Milwaukee Shines Solar Program Oversee solar energy projects on city facilities and support solar projects in the community through the annual Group Buys and solar loan; streamline City permitting processes around solar energy. For example, this position does public information sessions on solar energy.
60%	<ul style="list-style-type: none"> Project Coordination of the Water Centric City Program Highlight and augment Milwaukee's global reputation around fresh water, working from the seven principles of a Water Centric City. The position represents the Mayor in his absence with the Great Lakes and St. Lawrence Cities initiative, a group of US and Canadian Mayors from around the Great Lakes that coordinate on water policy. The position will also works across government agencies including MMSD, UWM, and other cultural institutions to coordinate on water policy and messaging on behalf of the Mayor and City.
10%	<ul style="list-style-type: none"> General city administration (staff meetings, Common Council meetings, inter-division coordination)

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

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.

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

Position will meet with Director at least once per week to clarify weekly goals and project priorities

E. SUPERVISION EXERCISED:

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 (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:

Bachelor's Degree in environmental studies, liberal arts, environmental engineering, or a related field.

- ii. One year of progressively responsible experience related to the position or well-qualified academic credentials.

Equivalent combinations of education and experience may also be considered.

- iii. Master's Degree is preferred.

iv. Knowledge, Skills and Abilities:

- Ability to perform project management functions at an expert level, including the ability to prioritize amongst program demands
- Ability to lead community members in achieving goals and objectives relative to environmental sustainability and infrastructure
- Skill in verbal communication skills, including the ability to deliver presentations before public bodies and community groups and the ability to speak persuasively
- Skill in written communication in order to compose publication-ready documents and reports
- Ability to effectively match community demands with ECO's environmental priorities and limited project funding
- Ability to define problems, collect data, establish facts and draw valid conclusions
- Strong analytical, research, and project participation skills
- Ability to utilize standard computer software and programs such as word processing, spreadsheet and databases to create documents and prepare reports
- Ability to work effectively under pressure while handling multiple tasks
- Ability to work effectively in a diverse, collaborative, team-oriented environment
- Ability to work effectively with all levels of employees, management, consultants, elected officials, and the public.
- Attention to detail
- Ability to maintain complete confidentiality; demonstrate honest, ethical behavior; and use sound judgment

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.

v. Certifications, Licenses, Registrations:
Valid Wisconsin Driver's license

vi. Other Requirements:

13. **PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED**

Attend community meetings and inspect construction projects. Must be proficient in Microsoft Office, including spreadsheets, Power Point, and Word.

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.
<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 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
--------------------------	--

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"/>	sedentary criteria are met.
<input checked="" 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 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 checked="" 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:** 20%

CHECK ALL THAT APPLY:

<input 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 checked="" 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:

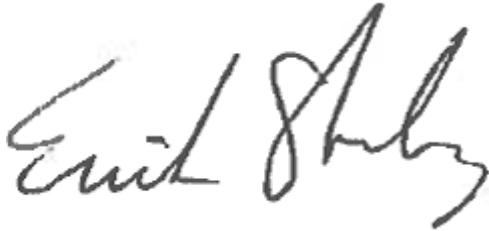
<input type="checkbox"/>	Camera and photographic equipment	<input checked="" type="checkbox"/>	Office Equipment (desk, chair, telephone, etc.)
<input type="checkbox"/>	Cleaning supplies	<input checked="" type="checkbox"/>	Office supplies (pens, staplers, pencils, etc.)
<input type="checkbox"/>	Commercial vehicle	<input checked="" 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

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"/> Hand tools (please list):				
<input type="checkbox"/> Office Machines (check all that apply):	<input type="checkbox"/> Copier	<input type="checkbox"/> Facsimile	<input 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 a personal characteristics that contribute to an individual's ability to perform well in the job, and any other special considerations.)

M. 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.