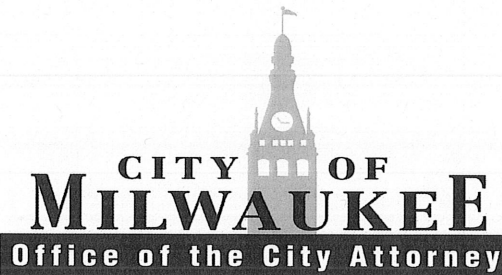


TEARMAN SPENCER
City Attorney

CELIA M. JACKSON
Special Deputy City Attorney

ODALO J. OHIKU
ROBIN A. PEDERSON
YOLANDA Y. MCGOWAN
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JORDAN SCHETTLE
MATTHEW NEVARANTA
THERESA MONTAG
Assistant City Attorneys

June 9, 2022

Renee Joos
Acting Director
Department of Employee Relations
City of Milwaukee
Milwaukee, WI 53202

Dear Ms. Joos,

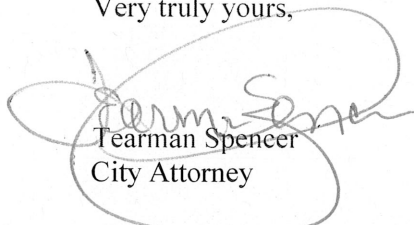
The City Attorney's Office requests to re-exempt the Special Deputy City Attorney position from Civil Service. This position was newly created and classified as non-exempt in 2020.

The Special Deputy City Attorney is a senior legal strategist to the City Attorney and serves a member of the management team. The person in this position is responsible for daily management of all staff and office operations; serves as the initial point of contact for legal matters requiring review and approval of the City Attorney; oversees the execution of the directives issued by the City Attorney as it relates to legal matters, department policy, and staff management; and in the absence of the City Attorney, executes the duties and responsibilities of the Office.

The exemption of this position will allow the City Attorney's Office to recruit and hire a qualified candidate who can oversee and manage the dynamic, voluminous, and urgent portfolio of legal matters that require City Attorney review and approval, as well as the substantial task of supervising a department of legal professionals and support staff with fluid and diverse areas of focus and priorities.

I have enclosed a copy of the Special Deputy City Attorney job evaluation report for your reference. Should you have questions or wish to discuss further, please contact me.

Very truly yours,



Tearman Spencer
City Attorney

Attachment: Job Description

TS/mc #280518





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 23, 2022

RE: Request from the City Attorney's Office to **re-exempt** the position of Special Deputy City Attorney

Position Title	# of Positions	Pay Range
Special Deputy City Attorney	1	Pay Range 1NX (\$105,918- \$148,289)

Please find attached a request from City Attorney Tearman Spencer requesting re- exemption of the position of Special Deputy City Attorney. Mr. Spencer also provided a job description for the position.

The Special Deputy City Attorney position was created in 2020 to provide the day-to-day management of the operations of the City Attorney's Office. The Special Deputy City Attorney serves in the capacity of a chief of staff, providing strategic leadership to the department, representing the City Attorney before boards, commissions and committees, ensuring the implementation of the City Attorney's directives and performing functions related to budgetary and personnel management. Accordingly, it is imperative that the incumbent maintains the confidentiality of sensitive information, provides policy advice and guidance and understands and implements the initiatives and directives of the City Attorney. For these reasons, I recommend that the request to exempt the position of Special Deputy City Attorney be granted.

Please contact me at 414.286.8643 should you have any questions regarding this request.

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: 5-21-20		2. Present Incumbent: NEW POSITION		Is incumbent underfilling position? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> If YES, indicate Underfill Title in box 10.	
3. Date Filled: NEW POSITION		4. Previous Incumbent: NEW POSITION			
5. Department: City Attorney		Bureau: Division:		Unit: Section:	
6. Work Location: 841 North Broadway, 7 th Floor		Telephone: 414-286-2601 Email:		Work Schedule: Hours: 40 hours / Days:	
7. Represented by a Union? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		8. Bargaining Unit: NONE 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: Chief of Staff				Pay Range	Job Code
Underfill Title (if applicable):					
Requested Title (if applicable):					
Recommended Title (DER Use Only):		Approved by:			
		Date:			

11. BASIC FUNCTION OF POSITION:

The Chief of Staff position is responsible for directing daily operation, senior strategist and analyst, evaluating practices to mitigate risk, optimize the utilization of the office staff and lead office reorganization, coordinate the staff activities that will ensure coordination and integration of the City Attorney's mission, maintain liaison with key public and private sector officials as designated by the City Attorney which includes the Mayor's Office and Common Council. Further, serves as immediate assistant in administrative matters, follow up on Executive directives and report their status to the City Attorney, supervise the day-to-day activities of all staff of the City Attorney's Office. Moreover, the position is responsible for aiding in, directing, managing and overseeing policy development, screening and evaluating candidates for employment for all positions in the office, as well as assist in the development of the annual budget of City Attorney's Office. Perform other duties and special projects as may be assigned by the City Attorney, including (but not limited to) reassigning staff duties.

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
45%	<ul style="list-style-type: none"> Provide strategic leadership for the Office of the City Attorney and staff Provide integration of the Department's mission with execution of that mission Engage appropriate divisions and the Department to communicate Department mission and policies Coordinate and integrate functions in the Department that require knowledge, tracking and communication of critical issues and manage complex legal offices Manage the Department performance management activities Oversee and manage the flow and exchange of information Convene and coordinate policies and issues with the senior managers of the Department Review documents and communications prepared by the Department to ensure they reflect policy and advise the City Attorney of issues that need to be addressed Report to the City Attorney on problems and progress of initiatives Oversee special assignments on the City Attorney's behalf

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
45%	<ul style="list-style-type: none"> Manages projects, coordinating action items, deadlines, and ensuring appropriate follow-through by staff Collaborates with the City Attorney's senior leadership team on the development and execution of City Attorney's Office strategic plans and goals Develops policies and procedures Prepares briefs and correspondence for various audiences as appropriate

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
10	<ul style="list-style-type: none"> Serves as the leader of the department in the absences of the City Attorney Other duties as assigned by the City Attorney

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Tearman Spencer, City Attorney

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

Direction and supervision received from the City Attorney

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = 59.

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)
1	Personnel Officer	a-h
1	Business Finance Officer	a-h
1	IT Specialist	a-h
1	Program Assistant I	a-h
7	Legal Office Assist (includes Lead and Senior)	a-h
2	Docketing Specialists (includes Senior)	a-h
1	Receptionist	a-h
32	Assistant City Attorneys	a-h
2	Investigator/Adjusters	a-h
3	Paralegals	a-h
1	Administrative Specialist, Sr.	a-h
1	Office Assistant	a-h

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

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.

i. Education and Experience:

ii. Knowledge, Skills and Abilities:

Stellar communication skills, including written, verbal, and presentation
Superior technical skills, including Word, Excel, and PowerPoint
Strong analytical skills, including report writing and data analysis
Ability to portray a highly professional demeanor in representing the City Attorney
High level of cultural competency, with expertise in community relations
Proven record of sound judgment/decision making and critical thinking skills
Ability to maintain confidentiality
Highly organized with strong attention to detail
Strong collaboration and teamwork abilities
Ability to remain calm under pressure

iii. Certifications, Licenses, Registrations:

Driver's license

iv. Other Requirements:

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 checked="" type="checkbox"/>	Standing: Particularly for sustained periods of time.
<input checked="" 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 checked="" type="checkbox"/>	Grasping: Applying pressure to an object with fingers and palm.
<input checked="" type="checkbox"/>	Feeling: Perceiving attributes of objects such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips.

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 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 checked="" 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:

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.

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.

☐ 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 type="checkbox"/> Office Equipment (desk, chair, telephone, etc.)
<input type="checkbox"/> Cleaning supplies	<input 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 type="checkbox"/> PC equipment (monitor, keyboard, printer, etc.)
<input type="checkbox"/> Handcart	<input 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 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.