



Cavalier Johnson
Mayor, City of Milwaukee

January 20, 2023

Harper Donahue, IV
Employee Relations Director
Department of Employee Relations
City Hall, Room 706

Dear Mr. Donahue,

The Mayor's Office is hereby requesting an **exemption** for the new position of Vision Zero Policy Director. This position was presented to the Finance and Personnel Committee on January 11 and approved by the Common Council on January 17.

The Vision Zero Policy Director is tasked with leading the City of Milwaukee's efforts to end traffic violence by developing and coordinating the City's Vision Zero Action Plan through a collaborative process with residents, community-based organizations, City departments, and other governmental agencies. The position holder will also be responsible for disseminating information about Vision Zero, setting and monitoring performance targets, and collecting input from community stakeholders.

Reckless driving and traffic violence are urgent issues in Milwaukee. In 2022 alone, traffic violence killed over 80 people in our city and injured over 400 more. Given these sobering statistics, we need to move quickly on this front. The exemption of this position will allow our office to immediately fill this critical role.

Enclosed are a job description and classification form for the position of Vision Zero Policy Director. Should you have any questions, please contact me at (414) 286-5558.

Sincerely,

Nick DeSiato
Chief of Staff



Department of Employee Relations

Cavalier Johnson
Mayor

Harper Donahue IV
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: January 20, 2023

RE: Request from the Mayor's Office (on behalf of the Department of Administration) to **exempt** the new position of Vision Zero Policy Director

<u>Position Title</u>	<u># of Positions</u>	<u>Pay Range</u>
Vision Zero Policy Director	1	2MX (\$76,988-\$107,782)

Please find attached a request from Chief of Staff Nick DeSiato to **exempt** the newly created position of Vision Zero Policy Director. A copy of the current job description is attached.

The incumbent of this position will lead the City's efforts to eliminate all fatalities and serious injuries from traffic violence by coordinating systemic approaches toward this goal. The Vision Zero Policy Director will lead the creation of the City's Vision Zero Working Group and will develop and coordinate the implementation of the City's Vision Zero Action Plan, via collaboration with residents, community-based organizations, City departments and other governmental agencies.

This position is both public facing and policy oriented. The incumbent will work closely with the Vision Zero Working group and with elected officials to achieve the goal of eliminating deaths and serious injuries due to traffic violence. Accordingly, it is imperative that the incumbent is in line with, understands and articulates the Mayor and Common Council's vision. Additionally, the incumbent will provide related policy advice to elected officials. Finally, there is an immediate need to fill this position so this important work can commence. For these reasons, I recommend that the request to exempt the position of Vision Zero Policy Director be approved.

Please contact me at 414.286.8643 should you have any questions or concerns.

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: 12/19/2022		2. Present Incumbent: N/A		Is incumbent underfilling position? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> If YES, indicate Underfill Title in box 10.	
3. Date Filled:		4. Previous Incumbent:			
5. Department: Department of Administration			Bureau: Division:		Unit: Section:
6. Work Location:			Telephone: Email:		Work Schedule: Hours: 8-4:45 pm / 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: Vision Zero Policy Director Underfill Title (if applicable): Requested Title (if applicable):				Pay Range	Job Code
				2MX	4276
				EEO Code	201
Recommended Title (DER Use Only):				Approved by: Date:	

11. BASIC FUNCTION OF POSITION:

The City of Milwaukee is committed to eliminating all fatalities and serious injuries from traffic violence. The Vision Zero Coordinator will lead the City's efforts towards achieving this goal. Working in the Department of Administration, the Vision Zero Coordinator will be the City's leader in coordinating comprehensive, systems-level approaches to eliminating traffic fatalities and serious injuries. The Vision Zero Coordinator will work across City departments and with community members and organizations to advance initiatives related to Vision Zero.

Leads the creation of the City's Vision Zero Working Group with internal and external stakeholders and serves as staff liaison. Develops, updates, and coordinates implementation of the City's Vision Zero Action Plan through a collaborative process with residents, community-based organizations, City departments, and other governmental agencies. Assists with developing the messaging, graphics, and narratives of websites, brochures, annual reports, and other communications materials. Disseminates general information to neighborhood leaders, advocacy groups, and the public through grassroots outreach. Maintains working relationships with a diverse range of neighborhood and community-based organizations, advocacy groups, and members of the public. Collects input from stakeholders on traffic safety issues. Facilitates a two-way flow of information between external groups and internal team members. Leads internal policy changes and educational campaigns. Sets performance targets for the Vision Zero program in coordination with Vision Zero Working Group. Monitors and tracks performance of key metrics. Analyzes and summarizes data. Provides reports on a regular basis. Identifies opportunities where modifications to current state/federal laws, regulations or policies would help advance the City's Vision Zero goals. Assists with identifying and applying for grants and other funding opportunities.

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
15%	Leads and staffs Vision Zero Working Group

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
25%	Develops, updates, and coordinates implementation of the Vision Zero Action Plan; sets performance targets for Vision Zero program and monitors performance
15%	Assist with developing and managing Vision Zero website
25%	Responsible for Vision Zero messaging and materials; develops and conducts presentations, informational sessions, and other educational opportunities related to Vision Zero for internal and external audiences
20%	Attends internal and external stakeholder meetings related to Vision Zero and reckless driving

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
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C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Sharon Robinson, Director of the Department of Administration

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

Manager provides general direction and broad oversight to ensure major program goals are being achieved. Incumbent is expected to operate with a high degree of independence and exercise significant discretion while working on individual projects.

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:

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>

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.

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

i. Education and Experience:

1. Bachelor's degree in urban planning, urban studies, public health, public administration, public policy, engineering, geography, sociology or a related field from an accredited college or university

ii. Knowledge, Skills and Abilities:

Knowledge

Principles of Vision Zero and systems-level change, community engagement, coalition-building, local government structure and intergovernmental coordination, City of Milwaukee plans, policies, and procedures as they relate to transportation and mobility, climate change, and health equity, national and international best practices around innovative transportation planning and design that supports safe streets.

Skills

Work with and direct staff, department heads, and/or external stakeholders in leadership roles on various tasks related to achieving Vision Zero. Oral communication skills to effectively communicate with other staff, city officials, members of the public and outside agencies. Written communication skills to prepare clear and concise written reports, correspondence, and other materials accessible to people of varying cultures and educational levels. Public speaking skills to present information to the public and media as a representative of the City. Organizational skills to prepare and maintain accurate records. Time management skills to manage projects and meet varying deadlines. Culturally competent interpersonal skills to positively interact with diverse members of the public and city officials.

Abilities

Ability to read and interpret work related materials, such as government regulations and city ordinances. Ability to utilize Microsoft Office software to prepare written reports, organize public education programs, and prepare presentations. Ability to plan and organize public education and promotion programs. Ability to conduct research and collect and analyze data for use in departmental reports.

iii. Certifications, Licenses, Registrations:

iv. Other Requirements:

The ability to travel independently around the City of Milwaukee by public transportation, walking, biking, or driving.

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.

- v. **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:

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<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.
	Standing: Particularly for sustained periods of time.
	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.
X	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.
X	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 type="checkbox"/>	Driving: Minimum standards required by State Law (including license).

- vi. **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.

- vii. **VISUAL ACUITY REQUIREMENTS:** (List the visual acuity requirements that are essential functions of the job.)

CHECK ONE:

E r r o r! B o o	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).
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k m a r k n o t d e f i n e d	
<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.

viii. 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.

ix. 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 checked="" type="checkbox"/> Camera and photographic equipment	<input checked="" 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 checked="" type="checkbox"/> PC equipment (monitor, keyboard, printer, etc.)
<input type="checkbox"/> Handcart	<input checked="" type="checkbox"/> PC software
<input type="checkbox"/> Hand tools (<i>please list</i>):	

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<input checked="" type="checkbox"/> Office Machines (<i>check all that apply</i>):	<input checked="" type="checkbox"/> Copier	<input checked="" type="checkbox"/> Facsimile	<input checked="" type="checkbox"/> Calculator	<input type="checkbox"/> Cash register
<input type="checkbox"/> Other (<i>please list</i>):				

- x. **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.)

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

 1/20/23

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.