



Office of the City Clerk

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Deputy City Clerk
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DELIVERED VIA E-MAIL

September 1, 2023

The Honorable,
Members of the Board of City Service Commissioners
Room 706, City Hall

The Common Council - City Clerk's Office is requesting exemption from the provisions of Civil Service for a new Intergovernmental Policy Manager position recently transferred from the Department of Administration – Intergovernmental Relations Division to our office. We are asking that this request be heard by the City Service Commission at its meeting on September 12, 2023. A related position in our department, the Intergovernmental Policy Manager – Senior, has traditionally been exempt from the provisions of Civil Service.

As an Intergovernmental Policy Manager, the employee will partner with the Intergovernmental Policy Manager - Senior to conduct lobbying activities at various levels of government for the Common Council President and the Judiciary and Legislation Committee, and manage and implement intergovernmental priorities as identified by City departments and elected officials.

The job description for this position is attached. Should you have any questions or require additional information, please contact Jim Owczarski at 414-286-2998.

Respectfully,

James R. Owczarski
City Clerk

cc: Maggie Turner



JOB DESCRIPTION

FOR DER USE ONLY

Vacancy No.

City Service Commission: _____	Finance Committee: _____
Fire & Police Commission: _____	Common Council: _____

Instructions: Complete all sections except No. 11. Refer to the "Guidelines for Preparing Job Descriptions" for instructions on completing specific items.

1. Date Prepared/ Revised: 9/1/2023	2. Present Incumbent: n/a	Is incumbent underfilling position? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		
3. Date Filled:	4. Previous Incumbent: n/a	If YES, indicate underfill title in box 10.		
5. Department: Common Council - City Clerk		Bureau: CENTRAL ADMIN Division:		Unit: Section:
6. Work Location: CITY HALL 205		Telephone: Email:		Work Schedule: Hours: Varies / Days: 5
7. Represented by a Union? NO	8. Bargaining Unit: Management, General City If in District Council 48, chose a Local: None			9. FLSA Status: EXEMPT
10.	Official Title: Intergovernmental Policy Manager	Pay Range	Job Code	EEO Code
	Underfill Title (if applicable):	PR 2KX		
	Requested Title (if applicable):			
	Recommended Title (DER Use Only):	Approved by: _____ Date: _____		

11. BASIC FUNCTION OF POSITION:

The basic function of this position is to, under the supervision of the Common Council President and the Chairman of the Judiciary and Legislation Committee, assist in managing and implementing intergovernmental priorities as identified by City departments and elected officials; promote and advance the City's legislative and policy agenda at various levels of government; seek and secure intergovernmental funding opportunities; research and and prepare reports on policy issues affecting the City.

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
40%	<ul style="list-style-type: none"> Conduct lobbying activity at various levels of government to advance the City's legislative agenda; prepare compelling testimony and speak in support or opposition to proposed legislation before committees of the governing bodies at various levels of government; assist in the effort to seek additional state and federal funds; proactively develop and maintain positive relationships with elected and agency officials at various levels of government, other lobbying entities, and membership organizations; and coordinate meetings between these entities and the Mayor, Common Council, and City departments.
20%	<ul style="list-style-type: none"> Participate in the development of the state and federal legislative agendas; assist with communicating legislative updates to the Mayor, Common Council, and City department heads; draft proposed legislation per the instructions of the Director of Administration, Mayor, and Common Council (Judiciary and Legislation Committee) for introduction in the State Legislature and U.S. Congress; proactively seek introduction and passage of such legislation; and work to obtain amendments as needed..
15%	<ul style="list-style-type: none"> Analyze legislative bills to determine whether they affect the City and make recommendations on positions to be taken thereon; and work closely with City departments to develop and/or monitor proposed and pending legislation at various levels of government.
10%	<ul style="list-style-type: none"> Research and prepare concise reports on local, state, and federal policy; and prepare background information needed for the decision-making process of the Common Council and Mayor's Office.

% of Time	ESSENTIAL FUNCTION
5%	<ul style="list-style-type: none"> • Help identify opportunities to improve the City's fiscal capacity through state or federal legislative change; and work with Department of Administration - Intergovernmental Relations Division to include and advance those initiatives through the legislative process as appropriate.
5%	<ul style="list-style-type: none"> • Manage special projects and initiatives of City-wide importance; identify and develop organizational changes that improve productivity or service quality, or diversify revenues; and provide general policy and advocacy support for the Mayor, Common Council, and the Department of Administration.
5%	<ul style="list-style-type: none"> • Identify and track ongoing external revenues that come to the City from state, federal, or other levels of government; track the status of legislation that affects those funding sources and identify opportunities to secure or increase funding as appropriate through the legislative agenda; and identify other external funding sources and coordinate with the City's Grant Manager as appropriate.
	<ul style="list-style-type: none"> •
	<ul style="list-style-type: none"> •
	<ul style="list-style-type: none"> •

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
	<ul style="list-style-type: none"> •
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C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Justin Moralez, Intergovernmental Policy Manager - Senior

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

Manages tasks independently; receives direction from the Intergovernmental Policy Manager - Senior, Common Council President, the Chair of the Judiciary and Legislation Committee, and the City Clerk.

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:

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)

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	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 a related field required. Two to four years experience with progressive levels of responsibility in lobbying or the development of public policy or legislation. Master's degree in public policy or a related field or juris doctor desired.

ii. Knowledge, Skills and Abilities:

Works in politically sensitive environment and must be able to work well with elected officials and professional staff. Needs to be able to make critical decisions independently. Will be held to a high standard of confidentiality and trustworthiness. Must demonstrate an ability to build and maintain relationships with elected and appointed officials at all levels of government.

iii. Certifications, Licenses, Registrations:

Must be eligible for certification as a lobbyist with the State of Wisconsin throughout employment. Driver's license.

iv. Other Requirements:

13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED

The Americans with Disabilities Act of 1993 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 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:

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 (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 checked="" 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 checked="" type="checkbox"/> Handcart	<input checked="" type="checkbox"/> PC software
<input type="checkbox"/> Hand tools (<i>please list</i>):	
<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>):	

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.)

N/A

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



Signature of Department Head or Designated Representative



Department of Employee Relations

Cavalier Johnson
Mayor

Harper Donahue, IV
Director

Renee Joos
Employee Benefits Director

Nicole M. Fleck
Labor Negotiator

TO: Board of City Civil Service Commissioners

FROM: Kristin Hennessy Urban
Human Resources Manager

DATE: September 8, 2023

RE: Request from the Common Council/City Clerk to **re-exempt** the position of Intergovernmental Policy Manager

<u>Position Title</u>	<u># of Positions</u>	<u>Pay Range</u>
Intergovernmental Policy Manager	1	2KX (\$69,119-\$96,768)

Please find attached a request from City Clerk Jim Owczarski to **re-exempt** the position of Intergovernmental Policy Manager, as well as a job description for the position. This position is currently vacant and was recently transferred from the Department of Administration to the Common Council/City Clerk.

The Intergovernmental Policy Manager works closely with the Common Council and Mayor's Office to analyze legislative bills at the state and federal levels of government, to determine their effect upon the City of Milwaukee and to advise policy makers as to positions to be taken on that legislation. The incumbent will represent the City in lobbying activity at various levels of government to advance the City's position in legislation.

The Intergovernmental Policy Manager serves as a key adviser to policy makers regarding proposed legislation and in the development of legislation for introduction in the State legislature and in the US Congress. Accordingly, the incumbent's approach must be consistent with that of the vision and direction of the Common Council and Mayor's Office.

For the reasons above, I recommend that the request to **re-exempt** the position of Intergovernmental Policy Manager be approved.

Please contact me at 414.286.8643 should you have questions relative to this request.