



Department of Administration

Cavalier Johnson
Mayor

Preston D. Cole
Director

March 7, 2024

Dear City Service Commissioners,

I respectfully request that the new position of Director of African American Affairs be exempt from City Service.

Created in the 2024 City of Milwaukee Budget, the Director of African American Affairs will work closely with the Office of Equity and Inclusion, the Mayor's Office, Common Council members and, most importantly, community members toward the goal of improving life outcomes for African American residents. The incumbent will develop policies, appear before Common Council committees, boards and commissions and provide advice and council to policy makers relative to legislation to advance outcomes related to health, housing, education and employment. Because of the outward facing nature of this position and the critical role that the incumbent will have in policy development and the advancement of potential legislation, I request that the position be exempt from City Service.

Thank you for your consideration.

Very truly yours,
Preston D. Cole
Administration Director

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: 9/23		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:		4. Previous Incumbent:			
5. Department: Administration, Dept. of		Bureau: Division:		Unit: Section:	
6. Work Location:		Telephone: Email:		Work Schedule: Hours: / Days:	
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: Director of the Office of African American Affairs		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 Director of the Office of African American Affairs manages programs and initiatives that improve the life outcomes of African American residents in areas including educational attainment, employment, housing and family strengthening.

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	Collaborate and connect with internal and external stakeholders (i.e., governmental, business, education, philanthropic, workforce development, faith- and community-based organizations) toward the common goal of advancement for African American residents. Represent the Office of African American Affairs at meetings, conferences, civic functions and other related activities. Coordinate and prepare communications and report on activities before boards, commissions and community groups. Oversee public outreach and educational activities.
25	Develop and implement performance measurement tools to track program outcomes. Utilize data to document needs, target resources, assess the effectiveness of strategies and programs, and measure progress in improving life outcomes for African American residents.
25	Develop and advance new policies, programs, and practices that generate significant improvements in outcomes for African American residents in areas such as educational attainment, employment, housing and family strengthening.
20	Manage the Office of African American Affairs by establishing expectations,

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
	objectives and performance standards; coaching and counseling employees; making hiring recommendations; and evaluating performance. Ensure the work of staff is goal focused and of high quality.

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

D. Preston D. Cole, Administration Director

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

F. Under the direction of the Administration Director, the Director of the Office of African American Affairs supports and implements the policy directives of the Mayor and Common Council. It is expected that the incumbent will work under minimal direction on day-to-day functions.

G. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = 5.

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, including 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	Community Engagement and Achievement Collaborative Manager.	A, C, E, F, G, H
1	Program Manager	A, C, E, F, G, H
2	Grant Monitor	A, C, E, F, G, H
1	Program Assistant II	A, C, E, F, G, H

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

1. Education and Experience:

1. Bachelor's Degree in Social Work, Public Administration or a related field from an accredited college or university.
2. Five years of related experience, including one year at a supervisory or management level.

2. Knowledge, Skills and Abilities:

Leadership

- Strong executive leadership and managerial skills.
- Ability to effectively outline, measure and communicate organizational performance outcomes.
- Ability to be proactive and collaborative.
- Ability to bring teams together to meet the objectives of the community and department.

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- Ability to foster an environment of inclusion wherein all employees are treated respectfully, are valued for their strengths, and feel that they can safely express themselves.
- Vision, imagination, initiative, passion, and flexibility.

Technical

- Knowledge of current issues related to racial equity.
- Knowledge of the regular operations of City government, including the legislative process and City Council mandates.
- Knowledge of the capabilities of information technology to transform and enhance operations and services.
- Ability to read and understand complex documents such as laws, policies, and technical publications.
- Ability to oversee contracts and resource allocation.
- Ability to serve as a subject matter expert on topics of diversity, equity and inclusion.

Communication and Interpersonal Skills

- Excellent verbal communication skills to make presentations to groups of various sizes and to speak persuasively, including before committees and boards.
- Ability to work collaboratively with elected officials, colleagues, staff, professionals, academics, community groups, and the public.
- Ability to engage diverse staff and leadership to promote trust, collaboration, and partnerships between City departments, leaders, and community stakeholders.
- Ability to effectively represent the City before public bodies and the media.
- Superior written communication skills to compose well-crafted policies, narratives, reports, articles, presentations, and correspondence.

Critical Thinking

- Political acumen to work collaboratively with colleagues, elected officials, professionals, community groups and the public.
- Skill in data and information analysis and interpretation.
- Critical thinking and planning skills.
- Ability to analyze and solve complex problems.
- Decision-making skills and sound judgment.
- Organizational skills to effectively oversee workflow processes.

Professionalism

- Ability to provide responsible stewardship of City resources and to represent the City of Milwaukee professionally and ethically.
- Ability to manage competing priorities and challenges under pressure.
- Ability to maintain the utmost confidentiality regarding all aspects of the role.

i.

ii. Certifications, Licenses, Registrations:

iii. 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.

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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.
<input 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 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 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 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 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
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<input type="checkbox"/>	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 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:

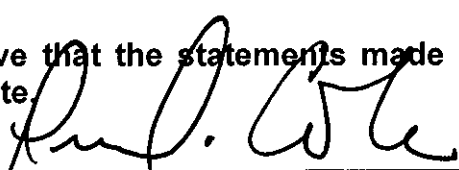
List equipment needed to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)

CHECK ALL THAT APPLY:

<input type="checkbox"/> Camera and photographic equipment	<input 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 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 characteristic 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

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Department of Employee Relations

Cavalier Johnson
Mayor

Harper Donahue, IV
Director

Molly King
Employee Benefits Director

Nicole M. Fleck
Labor Negotiator

TO: Board of City Civil Service Commissioners

FROM: Kristin Hennessy Urban
Human Resources Manager

DATE: March 7, 2024

RE: Request from the Department of Administration (DOA) to **exempt** the position of
Director of African American Affairs

<u>Position Title</u>	<u># of Positions</u>	<u>Pay Range</u>
Director of African American Affairs	1	1IX (\$80,040-\$112,137)

Please find attached a request from the DOA Commissioner Preston D. Cole to **exempt** the new position of Director of African American Affairs. A copy of the current job description is attached.

The Director of African American Affairs will collaborate and connect with internal and external stakeholders to develop policies and procedures to advance the lives of African Americans in the City of Milwaukee. Accordingly, the incumbent will represent the City of Milwaukee in the community, before legislative bodies, at conferences and at civic functions.

Due to the public facing and policy development aspects of this position, I recommend that the request to exempt the new position of Director of African American Affairs be granted.

Please contact me at 414.286.8643 should you have additional questions.