



Environmental Collaboration Office

Cavalier Johnson
Mayor

Preston D. Cole
Director of Administration

Erick Shambarger
Environmental Sustainability Director

April 17, 2024

Harper Donahue, IV
Employee Relations Director
Room #706 City Hall

RE: Request for Exempt Status for Environmental Sustainability Program Coordinator

Dear Mr. Donahue,

I respectfully request exemption from Civil Service rules for a new Environmental Sustainability Program Coordinator position in the Environmental Collaboration Office (ECO) in the Department of Administration. The position is grant funded and will support implementation of the “Waste Reduction and Sustainable Consumption” idea in the *Milwaukee Climate and Equity Plan*.

This position title in ECO is funded through the 2-year USDA Compost and Food Waste Recovery grant beginning in June 2024 and concluding in June 2026. Position authority for the position was created in Council File [231821](#). The coordinator will be responsible for grant activities and reporting and must be hired prior to the grant start date. Further, as part of these grant activities, the coordinator will design, promote, and oversee Mayor Cavalier Johnson’s Milwaukee Food Saver Challenge. As a spokesperson for the Mayor’s Office, this position should be exempt.

Exempting this position from will give the City the best opportunity to successfully implement our grant program and best utilize the current influx of federal funding opportunities for environmental priorities. Given the immediate need to fill this position, I request your favorable consideration.

Sincerely,

Erick Shambarger
Director of Environmental Sustainability
City of Milwaukee



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: May 2, 2024

RE: Request from the Department of Administration (DOA), Environmental Collaboration Office, to 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	21X (\$62,041-\$86,854)

Please find attached a request from Environmental Sustainability Director Erick Shambarger Director to exempt one position of Environmental Sustainability Program Coordinator. A copy of the current job description is attached.

The Environmental Sustainability Program Coordinator will support the FEED MKE Project; the purpose of this project is to reduce food waste at the beginning, middle and end of the food preparation and consumption cycle. As Director Shambarger explains in his letter, this position is entirely grant funded, beginning in June of 2024, for two years. The grant requires that the Coordinator be hired prior to the start date.

Due to the limited duration of the grant funding and the need to fill this position in an expeditious manner, I recommend approval of this request. 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:	Finance Committee:
Fire & Police Commission:	Common Council:

Instructions: Complete all sections. Refer to the *Guidelines for Preparing Job Descriptions* for instructions on completing specific items.

1. Date Prepared/ Revised: 4/9/2024		2. Present Incumbent: None		Is incumbent underfilling position?	
3. Date Filled:		4. Previous Incumbent:		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: 1517 Section:
6. Work Location: City Hall/Remote			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			Pay Range	Job Code
				2IX	5331
	Underfill Title (if applicable):				
Requested Title (if applicable):					
Recommended Title (DER Use Only):				Approved by: Date:	

11. BASIC FUNCTION OF POSITION:

The coordinator will support the FEED MKE Project aiming to reduce food waste at the beginning, middle, and end of the food preparation and consumption cycle; collect, glean, and prepare edible food material for redistributed consumption to hungry people; and increase participation in composting on an individual, neighborhood, and city-wide basis. This includes working with the Environmental Sustainability Director, Milwaukee Health Department, Department of Public Works, University of Wisconsin-Extension, Mayor's Office, and FEED MKE Coalition to:

- Develop outreach and education initiatives on food waste, including the Mayor's Food Saver Challenge
- Build and maintain relationships among coalition members and the broader community
- Lead the mini-grant program with funding to support community organizations reducing food waste
- Collect and interpret data on food waste diversion
- Address policy and legal issues related to food diversion
- Support grant reporting requirements

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
75%	Implement all aspects of the Compost and Food Waste Recovery Grant, including supporting the Mayor's Food Saver Challenge campaign, coordinating compost mini-grants, participating in USDA learning calls, and completing federal grant reports.
10%	Coordinate food waste, composting, and other sustainable consumption activities with the Department of Public Works and Milwaukee Health Department
10%	Lead and collaborate the FEED MKE Coalition and participate in associated community meetings.

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.

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
	•
5%	• General city administration (staff meetings, Common Council meetings, inter-division coordination)
	•
	•
	•
	•
	•
	•
	•
	•

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Erick Shambarger, Director of Environmental Sustainability

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

Position will receive extensive supervision and mentoring, especially in the first year.

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)

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

- i. **Education and Experience:**
Bachelor’s Degree in food systems, environmental studies, public health, or public administration. Alternate experience will be considered. Minimum of 1 years’ experience in coordinating public sector programs is preferred.
- ii. **Knowledge, Skills and Abilities:**
ECO emphasizes three qualities for all team members: Project Management, Personal Growth, and Community Leadership. The ideal candidate should bring outstanding project coordination skills and be able to prioritize among various program demands. Under the direction of the City’s Environmental Sustainability Director, the position will grow their management, leadership, and communication skills, and continuing education is encouraged. Knowledge of composting, food insecurity, and waste systems is preferred. Excellent communication skills in writing and public speaking is important to

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effectively match community demands with ECO's environmental priorities and limited project funding. Must be able to work collaboratively with multiple units of government, employers, and workers.

iii. Certifications, Licenses, Registrations:

A valid driver's license is not required, but applicants should be prepared to travel as necessary for meetings in the city.

iv. 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.)

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.

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 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 (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 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 checked="" type="checkbox"/>	Camera and photographic equipment	<input checked="" type="checkbox"/>	Office Equipment (desk, chair, telephone, etc.)
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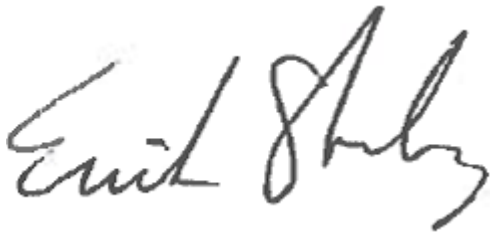
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<input type="checkbox"/> Cleaning supplies	<input checked="" type="checkbox"/> Office supplies (pens, staplers, pencils, etc.)
<input type="checkbox"/> Commercial vehicle	<input type="checkbox"/> Packing materials (boxes, shrink wrap, etc.)
<input 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
<input type="checkbox"/> Hand tools (<i>please list</i>):	
<input type="checkbox"/> Office Machines (<i>check all that apply</i>): <input type="checkbox"/> Copier <input type="checkbox"/> Facsimile <input 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.)

The position needs to effectively manage divisional communications to meet the standards of the office, Mayor, and the City of Milwaukee.

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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TRENT THURSTON

EXPERIENCE

GREEN INFRASTRUCTURE INTERN

AUGUST 2022 – PRESENT

MILWAUKEE METROPOLITAN SEWERAGE DISTRICT

- Attend meetings with local governmental agencies discussing regional projects.
- Attend public meetings on local green infrastructure projects.
- Conduct a multiyear soil infiltration rate study and write reports for future native plantings.
- Review stormwater management plans to ensure they meet existing regulations.
- Wrote a report on the electrification potential of machines at the water reclamation facilities.

FRESH COAST INTERN

MAY 2022 – AUGUST 2022

MILWAUKEE METROPOLITAN SEWERAGE DISTRICT

- Coordinated and conducted community outreach events with non-governmental organizations.
- Designed and developed educational signage and presentations about green infrastructure.
- Communicated information effectively about green infrastructure to the public.
- Stewarded land along the Milwaukee River and its tributaries.
- Installed small-scale green infrastructure.

FRESHWATER ECOLOGY LABORATORY ASSISTANT

FEBRUARY 2022 – MAY 2022

UNIVERSITY OF NEBRASKA AT OMAHA BIOLOGY DEPARTMENT

- Examined stream samples for insects for use as biological indicators.
- Collated samples to observe ecosystem impacts of agriculture on leaf litter decomposition rates.

EDUCATION

MASTER OF SCIENCE IN FRESHWATER SCIENCES AND TECHNOLOGY

EXPECTED MAY 2024

UNIVERSITY OF WISCONSIN-MILWAUKEE

- Professional Science Track: Water Policy, Economics, and Management

BACHELOR OF SCIENCE IN BIOLOGY

GRADUATED MAY 2022

UNIVERSITY OF NEBRASKA AT OMAHA

- Minor in Environmental Science

SKILLS

- Public speaking
- Event planning and coordination
- Technical writing
- Proficient in Microsoft Office
- Water law
- Knowledge of environmental issues
- Effectively communicate scientific concepts and literature

RELATED EXPERIENCE

Field Volunteer, TURKEY CREEK PRERESERVE **Fall 2020**

- Captured and tagged monarch butterflies to track migration patterns and monitor the population.

Research Assistant, GLACIER CREEK **Summer 2020**

- Assisted capturing bats to determine the population affected by white-nose syndrome.

Land Steward, FONTENELLE FOREST **Fall 2019**

- Restored native savanna, using plant identification, to remove invasive species.