



June 2, 2021

Makda Fassahaye, Director
Department of Employee Relations
City Hall, 7th Floor

RE: Requesting Exempt Status for Chief Equity Officer Position in DOA

Dear Director Fassahaye:

I am writing to request that the Chief Equity Officer (CEO) position housed within the Department Administration be considered as exempt in my role as Administration Director. The position was created in Mayor Tom Barrett's 2021 Executive Budget and final adopted City budget approved by the Common Council.

The position is responsible for leading the City's efforts to promote racial equity and inclusion. The successful completion of the duties assigned to this position requires minimal supervision and a heavy reliance upon independent judgment. It is one of the most important leadership positions that exists within City government in light of the persistent racial disparities that exists within City government and our broader community and critical need to close equity gaps.

The CEO position has a strong focus on policy as well as program management and oversight. It requires the incumbent to work very closely with the Mayor, members of the Common Council, City departments, and other community stakeholders to advance the City's racial equity priorities and goals.

For these reasons, I ask you to approve this request.

Thank you for your consideration. If you have questions, please contact me at 286-3828 or 841-1149.

Sincerely,

Sharon Robinson, Director
Department of Administration



Department of Employee Relations

Tom Barrett
Mayor

Makda Fessahaye
Director

Renee Joos
Employee Benefits Director

Nicole Fleck
Labor Negotiator

TO: Board of City Civil Service Commissioners

FROM: Kristin Hennessy Urban
Human Resources Manager

DATE: June 3, 2021

RE: Request from the Department of Administration (DOA) to **exempt** one position of Chief Equity Officer

<u>Position Title</u>	<u># of Positions</u>	<u>Pay Range</u>
Chief Equity Officer	1	1IX (\$75,478-\$105,669)

Please find attached a request from DOA Director Sharon Robinson to exempt the new position of Chief Equity Officer, as well as a job description for the position.

The Chief Equity Officer is charged with leading the City's efforts in promoting equity and inclusion in all internal and external matters and identifying policies and practices needed to further this important effort. The Chief Equity Officer leads the City's Racial Equity and Inclusion Leadership Team, implements and tracks metrics that assess the City's progress and administers the City's participation in and fulfillment of the Government Alliance on Race and Equity (GARE) initiatives.

The Chief Equity Officer plays a key role in advising the Mayor and Common Council and in developing policies and processes to advance equity and inclusion efforts. Because of the degree of accountability to elected and appointed officials and the need for the incumbent to support and advocate for related mayoral and common council initiatives, I recommend that this position be exempt from the Civil Service.

Please contact me at 414.286.8643 should you have additional questions.



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: December 17, 2020		2. Present Incumbent: Nikki Purvis		Is incumbent underfilling position?	
3. Date Filled:		4. Previous Incumbent:		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> If YES, indicate Underfill Title in box 10.	
5. Department: Administration, Dept. of		Bureau: Department of Administration Division: Office of Equity and Inclusion (created in the adopted 2021 City Budget)		Unit: Section:	
6. Work Location: Department of Administration, Office of the Director		Telephone: 414-286-5948 Email: npurvi@milwaukee.gov		Work Schedule: Hours: 8 (more if needed) / Days: 5	
7. Represented by a Union? <input type="checkbox"/> Yes <input type="checkbox"/> No		8. Bargaining Unit: Non-Mgmt/Non-Rep If in District Council 48, which local?		9. FLSA Status (check one): <input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	
10. Official Title: Chief Equity Officer		Pay Range		Job Code	
		11X		4410	
Underfill Title (if applicable):					
Requested Title (if applicable):					
Recommended Title (DER Use Only):		Approved by:			
		Date:			

11. BASIC FUNCTION OF POSITION:

The Chief Equity Officer position was created in the adopted 2021 City budget to lead and coordinate efforts to promote equity and inclusion with the goal of institutionalizing equity within City government and identifying changes (policies, practices, etc.) needed to promote a climate of equity and inclusion in Milwaukee. It is the first of its kind position within City government.

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
50%	<p>Racial Equity and Inclusion Responsibilities – Lead City's efforts to advance racial equity and inclusion within City government and in collaboration with other stakeholders in the broader community.</p> <ul style="list-style-type: none"> Office of Equity and Inclusion – Lead and coordinate efforts to promote equity and inclusion. Develop and develop policies, procedures and practices to identify what needs to be changed to promote a climate of equity and inclusion. Communicate the City's equity policies and activities. Supervise all racial equity and inclusion related staff to ensure the City is achieving racial equity and inclusion. Racial Equity Plan/Racial Equity and Inclusion and Leadership Team – Develop, implement and report on progress on City's Racial Equity Plan and its established goals and strategies. Training – Develop and implement training programs to promote cultural understanding and competency to address person, institutional and structural racism. Data Analysis/Performance Measurement – Assess equity in City government and implement data analytics tools and performance measures to institutionalize equity and advance and inform equity and inclusion policies, programs and practices. Responsible for ensuring compliance with Equity Impact Statements adopted by the Common Council. Government Alliance on Race and Equity (GARE) – Administer GARE initiatives. Equal Rights Commission (ERC) – Primary liaison between the ERC and City departments. Partner with ERC to enforce Chapter 109 of the City ordinance.

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
	<ul style="list-style-type: none"> Other – Work with Diversity Recruiter on plan to improve diversity in hiring and promotions; Increase access to City services in partnership with the Office of African American Affairs; strengthen and expand racial equity partnerships
50%	<p>Small Business Enterprise (SBE) and Residential Preference Program (RPP) Responsibilities – Direct and lead SBE and RPP activities for the City in accordance with Chapters 370 and 355 of the Milwaukee Code of Ordinances</p> <ul style="list-style-type: none"> Small Business Enterprise (SBE) Certification – Develop SBE certification program procedures; review all SBE certification applications and determine eligibility; supervise staff to ensure execution of SBE certification program policies and procedures; promote SBE program to prospective small businesses, local ethnic chambers of commerce; recommend and implement changes to governing ordinance as needed; appear before Administrative Review Appeals Board to defend certification denials). Contract Monitoring and Compliance – Develop rules, procedures and regulations assuring participation of small business enterprises in the City's procurement process and certain City-funded development projects; supervise staff to ensure effective contract monitoring practices; review all potential City procurement to identify opportunities for SBE participation; monitor all City contracts and certain City-funded private development projects with SBE requirements; establish reporting requirements for all City contracting departments, contract awardees, and private developers to document the percentage of contract awards and payments to SBEs; and analyze data and prepare written reports for review by the Mayor and Common Council. Residential Preference (RPP) Program – Monitor contractor compliance and performance with the RPP; supervise staff to ensure effective compliance monitoring practices; oversee contract and administration of the City's labor compliance software, LCPTTracker; analyze data, prepare and submit written reports to the Mayor and Common Council. Technical Assistance – Provide assistance and information in connection with the establishment, expansion and overall development of SBE firms; serve as a conduit of information between SBE firms and city contracting agencies; local ethnic chambers of commerce, local and federal government agencies, nonprofits and the general public; manage the City's Revolving Loan Program, annual Small Business Conference, and the Milwaukee Small Business Week; represent the OSBD at non-City sponsored economic development programs and events such a Marketplace and the Governor's Conference on Minority Business Development. Program and Budget Management – Oversee all aspects of the OSBD's operating budget including annual forecasting and approving all expenditures; approve and monitor payroll, vacation and sick leave, development department strategic plan and operating procedures; manage and review staff performance, prepare performance review and develop performance metrics; interview, hire, train, coach and terminate staff; and appear before Common Council Committees as needed regarding departmental and program policies and activities.

B. PERIPHERAL DUTIES:

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

Sharon Robinson, Director of Administration

D. SUPERVISION RECEIVED: (Describe the extent to which work assignments and methods are outlined, reviewed, and approved by this position's supervisor.) This position is a senior level management position and works independently with minimal supervision. This position is a senior leadership position and requires the incumbent to work independently and with minimal supervision.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = 7.

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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)
2	SBE Business Analysts	a, b, c, d, e, g, h
1	Contract Compliance Officer	a, b, c, d, e, g, h
1	Equal Rights Specialist	a, b, c, d, e, g, h
1	Community Analytics Analyst	a, b, c, d, e, g, h
1	Americans with Disabilities Act Coordinator	a, b, c, d, e, g, h
1	Administrative Specialist (New Position To Be Classified)	a, b, c, d, e, g, h

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

i. Education and Experience:

Requirements include a Bachelor's Degree in Business Administration, Public Policy Administration, Urban Planning or related field and five years of management-level experience in the coordination and implementation of racial equity and inclusion programming. Equivalent combinations of education and experience may also be considered.

ii. Knowledge, Skills and Abilities:

Knowledge of current issues related to racial equity and inclusion. Knowledge of the inner workings of City government including the legislative process and City Council mandates. Ability to engage diverse staff and leadership to promote trust, collaboration and partnerships between City departments, leaders and community stakeholders. Strong oral and written communication skills. Ability to work effectively with elected officials including the Mayor, Common Council and City leaders and staff, government agencies and community leaders and residents.

iii. Certifications, Licenses, Registrations:

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.
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<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 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,

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	etc.
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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 (<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.

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 (<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.)

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.