

Job Evaluation Report

City Service Commission Meeting: June 8, 2021

Common Council – City Clerk

Current	Recommended
New Position (One Position)	Workforce Grant Specialist PR 2FX (\$48,670 - \$67,616) (One Position)

Note: Residents receive a rate that is 3% higher.

The Department of Employee Relations (DER) received a request from Jim Owczarski, City Clerk, to classify a new position in the 2021 budget. The position is listed in the budget as a Management Trainee in Pay Range 2EX (\$48,670 – \$63,426). Upon further review, the department has requested this new position be classified at a higher level. Job descriptions were provided and discussions were held with Bernadette Karanja, Workforce Development Coordinator; and Terry MacDonald, Business Operations Manager.

Duties and Responsibilities

This new position will focus on the planning and grant writing functions of the Workforce Development Office and work to secure funding that augments existing and new community-based employment services; manage all phases of the grant writing process and funding portfolio under the direction of the Workforce Development Coordinator; assess program funding needs and develop a revenue generation plan to secure funding; coordinate planning, research and grant writing; work with the Workforce Development Coordinator in monitoring standards for contract compliance and performance achievements in creating career pathways for targeted residents; and prepare reports required by funders. Duties and responsibilities include the following.

- 40% Research, identify and develop grant opportunities that fit the Common Council's Workforce Development needs and partner competencies; develop standards that relate to setting performance evaluation targets; and write new and refunding proposals, briefings and new concept papers.
- 15% Conduct market research including identification of successful program models and best practices; develop standards for program compliance with contractual client outcomes; and monitor, track and report the Workforce Development Office's and related partner's outcomes in moving people out of poverty.
- 15% Maintain appropriate record keeping, file timely reports to funders and maintain master files on grants; and develop and maintain reports regarding grant writing activities and outcomes.
- 10% Work with the Milwaukee County's Workforce Board and the City of Milwaukee's Employment Service Agencies, Office of Violence Prevention and the Community Development Grant Administration (CDGA) Office to identify programs and services where service maintenance, improvement and expansion can be supported with additional funding.
- 10% Develop partnerships with programs and services to ensure effective coordination of fund generation and service delivery to achieve client outcomes; work collaboratively with partner research agencies and Intergovernmental Policy staff to conduct research and generate reports regarding community needs, poverty reduction strategies, client outcomes, and efficiency of service delivery.
- 5% Develop annual grant writing/revenue generation plan with benchmarks and guidelines to ensure generation of new funding from governmental agencies and foundations as well as to ensure retention of funding; and

analyze issues and interpret regulations that impact the Workforce Development Office's ability to secure funding, deliver services and achieve outcomes.

5% Maintain positive communications with funding sources.

Minimum requirements include a bachelor's degree in non-profit management, communications, business, social welfare or related area; and two years of experience in grant writing and workforce development and/or workforce placement management. Equivalent combinations of education and experience may be considered. These requirements have not yet been assessed by the Staffing Division.

In studying this new position, comparisons were made to other city positions. The most comparable in level of responsibility and nature of work was the Workforce Outreach Specialist classification in Pay Range 2FX (\$48,670 - \$67,616). This position also works in the Workforce Development Office and under the direction of the Workforce Development Coordinator manages the DirectConnectMKE (DCMKE) application, including updates and managing content; works closely with selected case managers in county-wide employment service agencies as well as Wisconsin Department of Workforce Development Job Centers to streamline on-line announcements for employment, support services and job training opportunities in a non-duplicative manner. This position has similar requirements of a bachelor's degree in non-profit management, communications, marketing, business, social welfare or related field; and two years of experience in workforce development and/or workforce placement management. Other city positions in Pay Range 2FX (\$48,670 - \$67,616) that also perform research and analysis work include Research and Policy Analyst and Sanitation Project Analyst.

Market rates for positions that do grant writing work were also analyzed. The following table provides wage information from the Economic Research Institute (ERI), a salary survey service to which Employee Relations subscribes, for the title of Grant Coordinator.

Grant Coordinator					
Years of Experience	10th Percentile	25th Percentile	Mean	75th Percentile	90th Percentile
7	\$ 53,727	\$ 58,338	\$ 64,534	\$ 70,486	\$ 76,546
6	\$ 52,061	\$ 56,512	\$ 62,514	\$ 68,275	\$ 74,158
5	\$ 50,266	\$ 54,539	\$ 60,326	\$ 65,877	\$ 71,565
4	\$ 48,367	\$ 52,442	\$ 57,995	\$ 63,317	\$ 68,789
3	\$ 46,400	\$ 50,253	\$ 55,552	\$ 60,627	\$ 65,868
2	\$ 44,390	\$ 48,017	\$ 53,038	\$ 57,851	\$ 62,847
1	\$ 42,353	\$ 45,781	\$ 50,503	\$ 55,041	\$ 59,781

Source: ERI. Published Q2 of 2021 (30 Mile Radius of Milwaukee)

ERI defines Grant Coordinator as a position that locates and applies for grants on behalf of an organization, agency, institution, or unit of local government; creates and structures grant-funded programs; and examines literature dealing with funds available through grants from governmental agencies and private foundations to determine feasibility of developing programs to supplement local annual budget allocations.

The rates in the chart above for an individual with two years of experience (\$48,017 at the 25th Percentile and \$53,038 at the Mean) support the requested higher-level pay range of 2FX (\$48,670 - \$67,616).

We also recommend creating a title that is similar to the current classification of Workforce Outreach Specialist but reflects the emphasis on grant writing. We recommend the title of "Workforce Grant Specialist".

This report therefore recommends this new position be classified as “Workforce Grant Specialist” in Pay Range 2FX (\$48,670 - \$67,616).

Action Required – Effective Pay Period 1, 2021 (December 27, 2020)

In the Salary Ordinance

Under Pay Range 2FX,
Add the title “Workforce Grant Specialist”

In the Positions Ordinance

Under the Common Council – City Clerk, Central Administration Division,
Delete one position of “Management Trainee”
Add one position of “Workforce Grant Specialist”

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