



Department of City Development
City Plan Commission
Redevelopment Authority of the City of Milwaukee
Neighborhood Improvement Development Corporation

Lafayette L. Crump
Commissioner

Vanessa L. Koster
Deputy Commissioner

July 2, 2021

Ms. Makda Fessahaye
Director
Department of Employee Relations
City Hall, Room 706
200 East Wells Street
Milwaukee, WI 53202

Dear Ms. Fessahaye:

The Department of City Development is hereby requesting re-exemption from the provisions of Civil Service for the Housing Rehabilitation Manager position. We are asking that this request be heard by the City Service Commission at its meeting on July 13, 2021.

The Housing Rehabilitation Manager position has a wide range of responsibilities that includes the development, coordination, management, and implementation of the department's housing and neighborhood loan and grant programs. The position makes recommendations of housing development policies and troubleshoots problems with contractors and loan clients. The position reports to the exempt Housing Programs Manager, and functions as the second in command in the housing development division. The Housing Rehabilitation Manager supervises eight professional employees and two administrative employees.

This manager position in the department has traditionally been exempted from the provisions of Civil Service as it deals with confidential and sensitive housing policy issues that have City-wide impacts. Additionally, we understand that the Commission can consider exemption of a position if the position necessitates a prompt appointment to address an urgent need. That is indeed the case for the Housing Rehabilitation Manager at this time. The position is currently vacant because the previous incumbent, Aaron Helt, was promoted to the position of Housing Programs Manager. The vacancy occurs at a time that the department is preparing to undertake multiple housing programs and major initiatives. Specifically, this position will be responsible for managing the American Rescue Plan Act (ARPA) funding, expected to be multiple millions, which will be dedicated to affordable housing programs administered by the department.

The job description for this position is attached. Should you have any questions or require additional information, please contact Vanessa Armstrong at extension 6076.

Sincerely,

Vanessa L. Koster
Deputy Commissioner

Attachment
cc: Vanessa Armstrong, DCD
Aaron Helt, DCD





Department of Employee Relations

Tom Barrett
Mayor

Makda Fessahaye
Director

Renee Joos
Director
Employee Benefits

Nicole Fleck
Labor Negotiator

TO: Board of City Civil Service Commissioners

FROM: Kristin Hennessy Urban
Human Resources Manager

DATE: July 2, 2021

RE: Request from the Department of City Development (DCD) to **re-exempt** the position of Housing Rehabilitation Manager

<u>Position Title</u>	<u># of Positions</u>	<u>Pay Range</u>
Housing Rehabilitation Mgr.	1	1 EX (\$68,802-\$81,844)

Please find attached a request letter from Deputy DCD Commissioner Vanessa Koster to re-exempt the position of Housing Rehabilitation Manager, as well as a job description for the position.

The Housing Rehabilitation Manager develops, coordinates, manages and implements the DCD's housing and neighborhood grant programs and serves as the second in command in the Housing Development Division.

The incumbent will be responsible for recommending housing development policies to administration and elected officials and for troubleshooting problems with contractors and loan clients.

As Deputy Commissioner Koster explains in her re-exemption request, there is a need to fill this position expeditiously, as the DCD is preparing to undertake multiple housing programs and initiatives related to the American Rescue Plan Act (ARPA), requiring immediate attention in order to prepare for and fulfill the grant requirements.

For the reasons cited above, I recommend your approval of the request to re-exempt the position of Housing Rehabilitation Manager in the DCD.

Please contact me at 414.286.8643 should you have any questions regarding this exemption request.

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: 6/17/2021		2. Present Incumbent: VACANT		Is incumbent underfilling position?	
3. Date Filled: 6/3/2018		4. Previous Incumbent: AARON T.J. HELT		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> If YES, indicate Underfill Title in box 10.	
5. Department: City Development		Bureau: Division: Housing Development		Unit: Section:	
6. Work Location: 809 North Broadway		Telephone: Email:		Work Schedule: Hours: 8:00am-4:45pm / Days: M-F	
7. Represented by a Union? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		8. Bargaining Unit: Management 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: Housing Rehabilitation Manager			Pay Range	Job Code
				1EX	5309
	Underfill Title (if applicable):				204
	Requested Title (if applicable):				
Recommended Title (DER Use Only):			Approved by: _____ Date: _____		

11. BASIC FUNCTION OF POSITION:

The Housing Rehabilitation Manager is responsible for the development, coordination, management and implementation of the Department's housing and neighborhood loan and grant programs.

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
	Under the direction of the Housing Programs Manager, the Housing Rehabilitation Manager:
30%	• Coordinates and manages staff administering housing and neighborhood development loan and grant programs assuring efficiency, program compliance and the highest level of customer service.
20%	• Ensures and monitors compliance with program goals, project objectives, and local/federal regulations and requirements and contract provisions, including reviewing cost-estimated rehabilitation scopes of work.
10%	• Maintains relationships with partners, including local policymakers, community-based organizations and neighborhood residents, and assists with outreach to highlight the department's housing and neighborhood development loan and grant programs.
10%	• Participates in program development and process improvement projects to ensure programs are meeting all applicable guidelines and are aligned with department goals.
10%	• Participates in the development of annual operating and capital budgets for the department and monitors budgets throughout the year.
10%	• Maintains records and prepares reports.
5%	• Performs related assignments as required by the Housing Programs Manager.
	•
	•

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
5	• Other duties as assigned
	•
	•

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	PERIPHERAL DUTY
	•
	•
	•
	•
	•
	•
	•

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Housing Programs Manager

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

This Manager is expected to function with a high degree of independence. The Housing Programs Manager provides direction on policy issues and on special projects or requests.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = 10.

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)
5	Housing Rehabilitation Specialists	a, b, c, d, e, f, g, h
3	Housing Program Specialists	a, b, c, d, e, f, g, h
1	Program Assistant I	a, b, c, d, e, f, g, h
1	Office Assistant III	a, b, c, d, e, f, g, h

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

i. Education and Experience:

Bachelor's Degree from an accredited college or university in business, architecture, real estate development, public policy or a closely related field or equivalent, plus a minimum of four years of experience in supervising and coordinating neighborhood/housing redevelopment activities and programs. Excellent organization, management and verbal and written communication. Equivalent combinations of education and experience may also be considered.

ii. Knowledge, Skills and Abilities:

General knowledge of housing rehabilitation and development, including residential rehabilitation/construction, housing rehabilitation standards, contract management and housing financing. Ability to plan and accomplish work within deadlines and manage a team of professionals. Ability to recommend and implement solutions to complex problems. Oral communication skills to communicate effectively with diverse groups of individuals and make presentations in public meetings. Written communications skills to create clear and concise business communications such as memos, reports, budget summaries, policies, procedures and performances reviews.

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iii. Certifications, Licenses, Registrations:
Valid Wisconsin 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

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	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:** 2%

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 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.)
<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 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 checked="" type="checkbox"/>	Office Machines (<i>check all that apply</i>):	<input checked="" type="checkbox"/>	Copier
		<input checked="" type="checkbox"/>	Facsimile
		<input type="checkbox"/>	Calculator
		<input type="checkbox"/>	Cash register
<input type="checkbox"/>	Other (<i>please list</i>):		

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- 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 as personal characteristics that contribute to an individual's ability to perform well in the job, and any other special considerations.)

Use of personal automobile for use on official city business.

- 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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