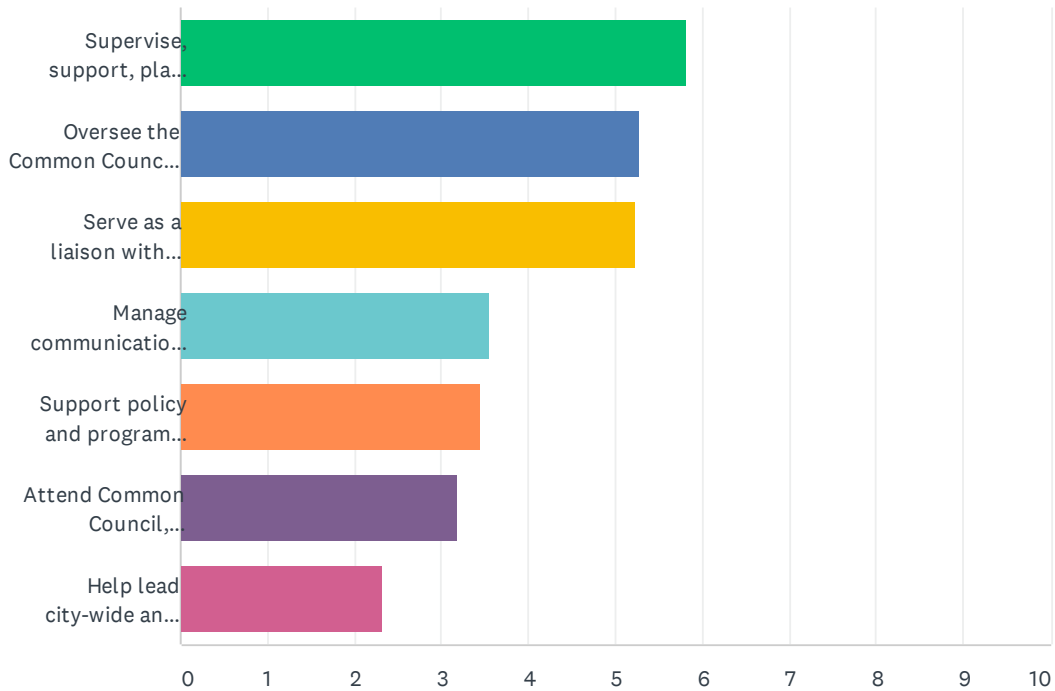


Q1 The most recent job posting contained the following main areas of responsibilities. Please rank these responsibilities in order of priority for the Chief of Staff Position:

Answered: 11 Skipped: 0



Chief of Staff

	1	2	3	4	5	6	7	N/A	TOTAL	SCORE
Supervise, support, plan, organize, coordinate, assign and evaluate the work of Common Council Staff.	45.45% 5	27.27% 3	18.18% 2	0.00% 0	0.00% 0	0.00% 0	9.09% 1	0.00% 0	11	5.82
Oversee the Common Council Office including planning and organizing the work, creating efficiencies, and managing priorities.	18.18% 2	45.45% 5	9.09% 1	18.18% 2	0.00% 0	0.00% 0	9.09% 1	0.00% 0	11	5.27
Serve as a liaison with the Mayor's Office and City Departments related to communication, policy development, the impacts of policy decisions, and to resolve problems and identify areas of improvement.	27.27% 3	18.18% 2	9.09% 1	9.09% 1	9.09% 1	9.09% 1	0.00% 0	18.18% 2	11	5.22
Manage communications and media or information requests for the Office of the Common Council.	0.00% 0	0.00% 0	18.18% 2	18.18% 2	63.64% 7	0.00% 0	0.00% 0	0.00% 0	11	3.55
Support policy and program analysis; policy development; and legislative process needs of Alders.	9.09% 1	9.09% 1	18.18% 2	9.09% 1	9.09% 1	27.27% 3	18.18% 2	0.00% 0	11	3.45
Attend Common Council, Executive Committee, Finance Committee, and other meetings as needed.	0.00% 0	0.00% 0	9.09% 1	45.45% 5	18.18% 2	9.09% 1	18.18% 2	0.00% 0	11	3.18
Help lead city-wide and agency efforts toward implementing Racial Equity and Social Justice Initiative Principles.	0.00% 0	0.00% 0	18.18% 2	0.00% 0	0.00% 0	36.36% 4	27.27% 3	18.18% 2	11	2.33

Q2 What responsibilities do you see missing from the above list that are not being performed by other staff in the Common Council Office?

Answered: 9 Skipped: 2

#	RESPONSES	DATE
1	Resident engagement	1/19/2021 5:43 PM
2	Organize alder retreats to establish council priorities for each 2 year term.	1/19/2021 5:41 PM
3	I can't think of any at the moment.	1/19/2021 5:37 PM
4	Being an independent department head of the Common Council Office. Free from unnecessary interference by alders. This position should have only one supervisor - the council president.	1/13/2021 1:30 PM
5	Resident engagement and BCC Admin Support	1/13/2021 9:23 AM
6	None	1/13/2021 9:17 AM
7	The COS is the face of the Common Council and should be recognized as such. Community Outreach is missing	1/13/2021 9:17 AM
8	None.	1/12/2021 9:08 AM
9	work on improving engagement (BCCs, neighborhood meetings, 311)	1/8/2021 3:19 PM

Q3 What responsibilities should be removed from the Chief of Staff position description?

Answered: 9 Skipped: 2

#	RESPONSES	DATE
1	The ones marked with n/a	1/19/2021 5:43 PM
2	none at this time	1/19/2021 5:41 PM
3	I think Karen does a super duper job of supporting policy/program analysis, policy and legislative assistance, so that seemed a little duplicative in this list. However, I'm not sure what her bandwidth is like and whether more help is needed in that area.	1/19/2021 5:37 PM
4	N/A	1/13/2021 1:30 PM
5	Leading RESJI, liaison with mayor's office.	1/13/2021 9:23 AM
6	None	1/13/2021 9:17 AM
7	Support policy and analysis, policy development, legislative process needs of the Alders can be removed. This was not utilized in the past 2 years. Maybe it can be revised to be available to assist Alders	1/13/2021 9:17 AM
8	None.	1/12/2021 9:08 AM
9	Racial Equity and Social Justice Initiatives. We have a department of Civil Rights. They have recently hired someone focused on this.	1/8/2021 3:19 PM