



**Karen Kapusta-Pofahl
Onboarding Plan**

Chief of Staff – Common Council Office

The Onboarding Program is designed to assist newly hired/promoted City employees in quickly:

- Connecting with key internal and external stakeholders;
- Learning key City processes (e.g., budgeting, staffing, organizational structure, labor relations, etc.); and
- Learning policies and procedures that will help lead effectively and efficiently.

Elements of the Onboarding Program:

- Meet with CCEC to discuss and review the onboarding plan;
- Important elements of the position description, including key position expectations;
- City Agencies, along with the suggested topics.

Further, the Chief of Staff should:

- Identify other specific key interest areas to add to the plan; and
- Identify a transition coach, if appropriate.

Topic	Specific Issues	Contact	Timeframe
CCEC Meeting	<ul style="list-style-type: none"> • Expectations from the CCEC related to Council needs and concerns • Expected communication to/from CCEC and other Alders • Communication with agency heads and managers 	Keith Furman Council President	
Budget Process	<ul style="list-style-type: none"> • Capital/Operating Budget and Related Timelines <ul style="list-style-type: none"> ○ Specific concerns or opportunities related to the City budget • Results Madison <ul style="list-style-type: none"> ○ Overview, history, and goals ○ Specific concerns or opportunities identified through the City-wide Service Inventory process ○ Data management update 	David Schmiedicke Finance Director Ph: 267-8710 Christine Koh Budget Manager Ph: 267-4913	
Legislative Process	Legislative process, Legistar, Council Meetings <ul style="list-style-type: none"> • Open Meetings, Open Records and Ethics Code overview • Boards, Committees & Commissions 	Mike Haas City Attorney Ph: 266-6598 Maribeth Witzel-Behl City Clerk Ph: 266-6574	

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Mayor's Office	<ul style="list-style-type: none"> • Staff – Roles and responsibilities • Communication expectations 	Mary Bottari Mayoral Chief of Staff Ph: 267-1999	
Racial Equity and Social Justice	<ul style="list-style-type: none"> • Vision and mission of the initiative • Equitable Workforce Plans • Specific Initiatives and Role of the Agency 	Norman Davis DCR Director Ph: 267-8759	
HR Services	<ul style="list-style-type: none"> • Current staffing needs and issues • Classification process • Position Descriptions • Council Office needs 	Emaan Abdel-Halim HR Services Mgr. Ph: 267-8707 Bill Wick HR Analyst Ph: 267-1137	
HR Labor Relations	<ul style="list-style-type: none"> • Current Issues within Departments and City • Negotiation process and update • Meet and confer process • Performance Management System Overview 	Erin Hillson Employee & Relations Mgr. Ph: 267-1170	
HR Organizational Development	<ul style="list-style-type: none"> • Employee Voice Survey Process • Performance Excellence System • Employee Development Program • Onboarding process and emerging needs 	Anne Nowak Org Development Manager Ph: 266-4001 Kara Kratowicz Performance Excellence Spec. Ph: 266-4030	
EAP/CISM	<ul style="list-style-type: none"> • Employee Assistance Program • Critical Incident / Stress Management 	Tresa Martinez EAP Director Ph: 266-6561	
Economic Development	<ul style="list-style-type: none"> • Economic Development <ul style="list-style-type: none"> ○ Challenges/Opportunities ○ Concerns/Issues 	Matt Wachter DPCED Director Ph: 267-8730 Matt Mikolajewski EDD Director Ph: 267-8737	
Housing Initiatives	<ul style="list-style-type: none"> • Challenges/Opportunities • Concerns/Issues • Affordable Housing Initiatives 	Larry Kilmer Housing Director Ph: 264-2305	
Sustainability Initiatives	<ul style="list-style-type: none"> • Sustainability Plan • Energy Plan 	Jessica Price Sust. & Resilience Mngr. Ph: 266-1992 Stacie Reece Sustainability Coordinator Ph: 261-9823	
Public Works	<ul style="list-style-type: none"> • Key Projects • Challenges/Opportunities • Concerns/Issues 	Kathy Cryan Interim Engineering Manager Ph: 266-4819 Charlie Romines Streets Superintendent Public Works Team Lead Ph: 266-4680	