

TO: Board of Estimates

FROM: Sarah Olson, Human Resources

DATE: September 8, 2016

SUBJECT: Continuum of Care (CoC) Coordinator

Community Development Division Director Jim O’Keefe and Community Development Grants Supervisor Susan Morrison have put together a position description for a Continuum of Care (CoC) Coordinator. The position would be entirely funded through a federal grant which has as its primary purpose responsibility for planning, coordinating, and managing activities that involve agencies operating within the Dane County CoC. The Dane County CoC is a geographically focused consortium of local homeless service providers and related organizations including the City of Madison Community Development Division, who create and implement goals of preventing and ending homelessness. Upon reviewing the submitted position description (see attached) and discussions with Mr. O’Keefe, I recommend the position of CoC Coordinator be created as a LTE Community Development Specialist 2 in CG18, Range 08, with the working title of CoC Coordinator due to the type and level of responsibilities to be performed.

According to the submitted position description, duties would include managing and coordinating the efforts of local homeless service organizations; coordinating the development of annual grant applications for federal and state funding, (approximately \$4.5 million); helping to develop and implement systems for evaluating programs funded through these efforts; and participating in federally mandated planning processes such as the City of Madison and Dane County Consolidated Plan processes. Though much of the work of this position will focus on and support the CoC, its placement in the City’s Community Development Division will also help to strengthen the coordination and collaboration between the City and the CoC with respect to planning for, funding, and implementing services to homeless persons.

Funding for the position was awarded earlier this summer and is expected to be available by October 1, 2016. The federal award was approximately \$90,000 which is almost entirely the cost associated with a Community Development Specialist 2 position. A small portion of the overall grant is available for travel and technical assistance.

The work of the proposed new position is very much in line with the current classification of Community Development Specialist 2, which requires “Working knowledge of the basic principles, concepts and techniques associated with public grant or loan administration, budgeting and public finance”, “Working knowledge of relevant local, state and federal government policies, regulations and decision making processes”, “Ability to interpret and apply basic regulations, compliance requirements and financial processes associated with local, state and federal programs”, and “Ability to gather, organize, and analyze information or data”. The desired background and experience for a successful individual in this position is two years of professional experience planning for, implementing or evaluating community development activities or grant-funded services to targeted populations or geographic areas. Such experience would normally be gained after graduation with a bachelor’s degree in Public Administration,

Urban and Regional Planning, Social Work, Business Administration, Communications, Statistics, Real Estate, Finance or a related program. The desired experience lines up with the training and experience requirements found in the Community Development Specialist 2 classification.

Since the Community Development Specialist 2 classification already exists in the City's classification scheme, the addition of a Community Development Specialist 2 with the working title of CoC Coordinator within the Community Development Division operating budget may be authorized directly by the Board of Estimates, according to Mayoral APM 2-4. Therefore, I am recommending that the position that was fully funded and available to the City as of October 1, 2016 be created as a 1.0 FTE LTE Community Development Specialist 2 position in the CDBG Unit and within the Community Development Division budget. The position is being created as an LTE because the Community Development Division will have to apply for this grant money annually so there is no guarantee of continued employment.

The necessary resolution to implement this recommendation has been drafted.

Editor's Note:

Compensation Group/Range	2016 Annual Minimum (Step 1)	2016 Annual Maximum (Step 5)	2016 Annual Maximum +12% longevity
18/08	\$58,762	\$69,731	\$78,099

cc: Jim O'Keefe-Community Development Division Director
Susan Morrison-Community Development Grants Supervisor
Mike Lipski – HR Services Manager