

TO: Personnel Board

FROM: Julie Trimbell, Human Resources

DATE: August 20, 2012

SUBJECT: Neighborhood Resource Coordinator – Mayor’s Office

The Mayor’s Office has requested the creation of a new classification titled Neighborhood Resource Coordinator, which was formerly a Dane County position within Public Health Madison and Dane County (PHMDC). This was a newly created position in the 2012 operating budget, identified as “Neighborhood Coordinator” and it has now been moved to the Mayor’s Office as a City position. The Neighborhood Resource Coordinator will be strongly committed to Public Health, neighborhoods, and Neighborhood Resource Teams. A position description was prepared by Mayoral Assistants Sally Miley and Anne Monks, and Community Development Division Director Hickory Hurie for the proposed position (attached). Based on a review of the position description, a meeting with Mayoral Assistants Sally Miley, Anne Monks and Astra Iheukumere, and a review of other positions in the City’s classification plan, I recommend creating the new classification of “Neighborhood Resource Coordinator” with placement in CG18, Range 10, and classifying the position of “Neighborhood Coordinator” as a Neighborhood Resource Coordinator for the reasons outlined in this memo.

As a joint agency of the City of Madison and Dane County, PHMDC is responsible for promotion of wellness, prevention of disease and provision of a healthful environment by collaborating with other professionals and consumers in the development of a systematic, community-wide network of services. The Intergovernmental Agreement governing PHMDC provides that both the City and County are allowed to contract with Public Health for additional services above the mutually agreed upon joint costs. The 2012 PHMDC Adopted Operating Budget contained City-only funding of salary and benefits for the aforementioned Neighborhood Coordinator position. In accordance with the merger agreement, all Public Health workers are employees of Dane County, and as such, the Neighborhood Coordinator was to be an employee of Dane County, yet work on projects for the City.

Earlier this year, the County recruited for this position, but was unsuccessful in filling it. The decision was made to move the position to the City as part of the Mayor’s Office operating budget. On July 30, 2012, the Board of Estimates recommended approval of Legislative File #27215, which amended the 2012 Operating Budgets of PHMDC and the Mayor's Office to move the position of Neighborhood Resource Coordinator from Public Health to the Mayor's Office. This position will be paid for by the City of Madison, and work only within the City. The Council adopted this recommendation at its August 7 meeting.

A class specification has been created outlining the duties and responsibilities of the new classification (see attached). The General Responsibilities of the Neighborhood Resources Coordinator state:

This is responsible professional work involving the Mayor, the Common Council, Neighborhood Guidance Team (NGT), the Community Development Division (CDD), the Public Health Madison and Dane County

(PHMDC), other City of Madison departments and divisions, and others necessary to support the efforts of the Neighborhood Resource Teams (NRTs), neighborhoods and community stakeholders.

The focus of this position is to serve as team leader for the NGT, and to coordinate the City's NRT-related efforts to strengthen challenged neighborhoods. This position will help implement a portion of the City's overall community development goals by developing a cohesive and effective NGT that can guide and support the City's NRTs. This position, in coordination with others, will work to improve the quality of life and well-being in higher poverty/higher risk areas within the City of Madison, and increase the awareness of, and neighborhood resident group access to, public and private resources and services that will help those groups address these goals. The position will report to the Mayor, and work in close coordination with the Community Development Division Director.

Some of the significant duties of this position include:

- Serve as Lead Coordinator of NRTs.
- Serve as Team Leader for the NGT, to help articulate and refine a clear role for the NRTs, and assess their effectiveness.
- Prepare and present NRT status reports to the Mayor, Common Council, Department and Division heads and others as needed.
- Work with the NGT and NRTs to secure data and sources of information to identify areas of higher poverty and higher risk, and their emerging trends.
- Work with the Planning Division and CDD to conduct a community strength, weakness, opportunity and threat analysis.
- Help these groups frame strategic issues for resolution, making use of existing City processes and programs where possible, or bringing these issues to the NGT and Mayor for further exploration and resolution, when needed.
- Develop strategies to successfully address identified issues.
- Collaborate in ongoing evaluation processes of neighborhood/community vision, mission, priorities, policies, and procedures, programs, and services.
- Identify and document evidence-based practices in order to develop successful implementation strategies.
- Coordinate and foster NRT/NGT efforts with other City agencies' development of strategic action plans for the areas, and help align these NRT efforts with related efforts such as the Planning Division/Community Development Block Grant (CDBG) concentration neighborhood planning effort, the CDBG and Community Services Committee planning efforts, the Public Health Equity Teams, and the Police Department's patrol strategies.
- Identify and help develop relationships with City Departments and Divisions, PHMDC, and external resources to help ensure successful implementation of strategic action plans.

In reviewing the proposed duties and responsibilities, the title of Neighborhood Resource Coordinator, as designated in Legislative File #27215 is appropriate. This position has main responsibility for coordinating the activities of the NRTs with appropriate City agencies and resources.

In reviewing the duties and responsibilities of the position, and comparing to other similar classifications, placement in CG18, Range 10 appears to be appropriate. Dane County had

placed the starting salary of their position at \$63,544; however its area of responsibility encompassing the entire county far exceeded that of the City of Madison alone. A similar salary at the City would be in CG18-12. However, in reviewing the work of the proposed classification and analyzing similar classifications within the City, it appears to most closely align with other professional positions in CG18, Range 10, specifically the Housing Initiatives Specialist. The general responsibilities of the Housing Initiatives Specialist state:

This is responsible, professional work involving an understanding of local and regional housing trends, the assessment of housing trends in the region and the creation of strategies and initiatives to maintain a broad range of housing choices in the City of Madison, Wisconsin. The work involves communicating with organizations that participate in the finance, construction and operation of non-profit and private sector housing within the region and researching housing initiatives in other regions; working with other city departments and agencies on the implementation of housing initiatives; and assisting other city departments and agencies with planning activities that affect housing in the region. The incumbent will staff the Housing Strategy Committee and will have primary responsibility for the preparation of a biennial housing report for the Mayor and the Common Council. The position will work under the general supervision of the Executive Director of the Community Development Authority.

Both classifications have responsibility for assessment and strategy creation within their respective areas. Similarly, work within each involves communicating and coordinating with numerous individuals, both internally and externally. Each classification is responsible for staffing a committee or team, as well as preparing and presenting reports to high level staff and officials. In addition, neither of the classifications have responsibility for direct supervision of staff. Compensation Group 18, Range 10 also includes a number of classifications with responsibility for coordinating various activities, including the EAP Coordinator and the Streets Public Information/Recycling Coordinator.

The classification of Alcohol Policy Coordinator in CG18, Range 08 was also reviewed for internal comparison within the Mayor's Office. The General Responsibilities of the Alcohol Policy Coordinator are:

...responsible professional work in the development, facilitation, coordination and implementation of integrated city-wide policies regarding alcohol use (both within the purview of the Alcohol License Review Committee, as well as in other venues). This work requires considerable skill in bringing together stakeholders (e.g., the ALRC, representatives of UW-Madison and the university community, alcohol-licensed establishments, law enforcement, the Dane County Coalition to Reduce Alcohol Abuse, and other entities) in identifying proactive strategies and responding to related issues. This position will exercise initiative, under the leadership of the Mayor, in meeting established objectives.

Although there is some similarity in terms of responsibility, the breadth of the Neighborhood Resource Coordinator exceeds that of the Alcohol Policy Coordinator. The position of Neighborhood Resource Coordinator will impact a significant number of different departments within the City and exercise authority over the designated Neighborhood Resource Team members. In addition, the Neighborhood Resource Coordinator position requires interaction with external groups of much diversity. Finally, the issues that the Neighborhood Resource Coordinator will be expected to address are wider than alcohol and other similar issues. In addition to issues of abuse, the Neighborhood Resource Coordinator may be addressing matters of traffic, safety, health, and anything else that may be impacting a particular neighborhood. Also, while the Alcohol Policy Coordinator works under the leadership of the Mayor, the

position reports directly to an Aide. The Neighborhood Resource Coordinator, on the other hand, has a direct reporting relationship to the Mayor, justifying a higher salary range.

Because the level of work performed is commensurate with the Housing Initiatives Specialist and other positions in CG18, R10, I recommend creation of the Neighborhood Resource Coordinator classification in CG18-10, and placement of the new position in this classification.

We have prepared the necessary Ordinance and Resolution to implement this recommendation.

Editor's Note:

Compensation Group/Range	2012 Annual Minimum (Step 1)	2012 Annual Maximum (Step 5)	2012 Annual Maximum +12% longevity
18/10	\$58,485	\$70,288	\$78,728

cc: Sally Miley, Mayoral Assistant
Anne Monks, Mayoral Assistant
Astra Iheukumere, Mayoral Assistant
Hickory Hurie, Community Development Division Director