

TO: Finance Committee

FROM: Victoria Larson

DATE: October 26, 2021

RE: Addition of two bilingual Clerk 1s, a Program Assistant 1, and a Community Development Specialist 1 for a total of 4 FTEs

The Community Development Division Director, Jim O’Keefe, and Community Development Grant Supervisor, Linette Rhodes, request the 2021 and 2022 Community Development Division Operating Budgets be amended to add two Clerk 1s, one Program Assistant 1, and one Community Development Specialist 1 position for a total of 4 FTEs. The proposed request is a result of federal funding through HUD’s Coronavirus Aid, Relief, and Economic Securities Act (CARES) and the subsequent resolution passed by the Common Council in July 2021 to allocate American Rescue plan funding. The funding from these two sources will allow the Community Development Division to fund these 4 positions over the next two years.

The following Finance Committee approval is requested:

- Addition of 1.0 FTE Community Development Specialist 1 (LTE) to the Community Development Division operating budget.
- Addition of 1.0 FTE Program Assistant 1 (LTE) to the Community Development Division operating budget.
- Addition of 2.0 FTE Clerk 1 (LTE) to the Community Development Division operating budget.

The Community Development Division (CDD) received funding from the CARES Act in order to aid in the City of Madison’s COVID response. This funding will allow CDD to hire a Community Development Specialist 1 who will execute and monitor contracts with community partners, work on the Community Plan project, and the men’s shelter projects. American Rescue Plan funding will also allow the Community Development Division to also hire one Program Assistant 1 and two Clerk 1s positions. The Program Assistant 1 will monitor the work of the two Clerk 1s, review rental assistance applications and determine program eligibility. The Clerk 1s will be bilingual positions in Spanish and Hmong which will allow them to answer the language interpretation phone calls. These positions will also be able to help non-native English speaking residents to complete rental assistance application intakes and provides administrative support for the program. These positions will provide much needed support to assist the provision of projects related to homelessness and housing. Without these additional positions CDD will not have enough staffing in place to respond to the increased demand that COVID has placed on these types of programs.

Given these positions are only funded for a two year time frame, I recommend creating positions as limited term employment (LTE) positions because per the Personnel Rules are defined for a duration of less than four years. The necessary resolution to implement this recommendation has been drafted.

Editor’s Note:

Classification	Compensation Group/Range	2021 Annual Minimum (Step 1)	2021 Annual Maximum (Step 5)	2021 Annual Maximum (+12% longevity)
Community Development Specialist 1	18/06	\$ 60,836	\$ 71,630	\$ 80,226
Program Assistant 1	20/11	\$50,018	\$55,987	\$62,706
Clerk 1	20/03	\$38,549	\$44,067	\$49,355

Cc: Jim O'Keefe, Community Development Division Director
 Linette Rhodes, Community Development Grant Supervisor