

TO: Personnel Board
FROM: Michael Lipski, Human Resources
DATE: June 8, 2009
SUBJECT: Creation of an additional position of Community Services Specialist 1

During the budget process in 2009, the Common Council passed an amendment to create a new position within the Department of Planning & Community & Economic Development, Community Development Division, and the classification would be determined at a later time. According to the amendment from the Common Council, the position is charged with serving as a liaison between challenged neighborhoods, residents, City agencies, and service providers. The position also is supposed to analyze data relative to the Neighborhood Indicators Project and assist in developing responses based on the analyses. The position will serve on the Emerging Neighborhood Fund workgroup and participate in the review of applications and development of funding recommendations. Finally, the position is to provide connectivity between City agencies, neighborhoods, and the Neighborhood Indicators Project. After reviewing the position description created by Community Development Division Director Bill Clingan, I have concluded that this position should be placed within the existing classification of Community Services Specialist 1, in Compensation Group 18, Range 6.

The class specification for a Community Services Specialist 1 generally describes work within the classification as

 serving as a generalist relative to Community Services funding and programming activities and/or developing, implementing, coordinating, evaluating, and funding community programs for special needs neighborhoods and/or target groups.

Examples of specific duties and responsibilities include

 Develop a network of services and groups to identify and address the needs of the special needs neighborhoods and/or target groups, recommend policy and procedures and provide technical assistance/ administrative consultation to funded and target group(s). Develop and coordinate the development of innovative approaches, programs, resources, etc. for addressing identified needs.

 Conduct research into services gaps, target group needs, methods of developing involvement and successful outcomes, and potential funding sources.

 Serve as liaison between the City, neighborhoods and neighborhood organizations, target group(s), providers, other governmental units/offices, non-profit organizations and other groups and organizations.

 Identify appropriate resources and contacts and establish necessary working relationships and communication links with neighborhoods and/or target groups.

Assist with the assessment of community, social, and economic needs, especially as they relate to target group(s).

The duties outlined in the proposed position description for the new position (see attached) fit within these descriptors. The main functions of the position are to act as Division liaison with neighborhoods and with key stakeholders, to analyze identified issues and potential responses for neighborhoods, and to develop and implement integrated responses. The position is expected to be aware of issues within neighborhoods, compare the observed issues with information obtained through Neighborhood Indicators research, and to analyze this data to determine appropriate responses to the needs of the neighborhood. The position must develop a network of services and appropriately refer such services to respond to neighborhood issues. Finally, the position will be expected to take successful outcomes and apply them in other neighborhoods where applicable. These duties and responsibilities all fall within the examples described above.

Because the duties of the new position fall within the duties of the existing classification of Community Services Specialist 1, I propose that an addition position of Community Services Specialist 1 be created within the Community Development Division. The new position will have a working title of Community Liaison Specialist. The class specification for Community Services Specialist 1 has been updated to include references to the Neighborhood Indicators Project (see attached). We have prepared the necessary Resolution to implement this recommendation.

Attachments

Compensation Group/Range	2009 Annual Minimum (Step 1)	2009 Annual Maximum (Step 5)	2009 Annual Maximum +12% longevity
18/06	\$48,225	\$56,781	\$63,596

cc: Bill Clingan-Director, Community Development Division