

TO: Personnel Board

FROM: Mike Lipski, Human Resources

DATE: February 10, 2015

SUBJECT: Equity Coordinator – Civil Rights

The 2015 budget for the Department of Civil Rights (DCR) contains a brand new position of Equity Coordinator. The Budget Highlight states “A new 1.0 FTE Equity Coordinator position associated with the City’s Racial Equity and Social Justice initiative,” but the Operating Budget for DCR does not indicate a comp group or range for the new position. Based on the position description submitted (attached), a review of comparable positions in the City’s classification plan, and discussions with Lucia Nuñez, Director of Civil Rights, it is recommended that a new classification of Equity Coordinator be established in CG18, Range 10, and the new Equity Coordinator position be recreated into this compensation group and range.

In 2013, the City began work on Racial Equity and Social Justice, and the Mayor’s Office has made this initiative a priority in terms of reviewing City operations through an equity lens. This focus includes the impact that City programs have on the community as a whole. The City, in conjunction with the Public Health Department of Madison and Dane County, has created a Racial Equity and Social Justice (RESJ) team which has developed a work plan for implementing the RESJ model throughout the City. The City’s lead on this has been the Affirmative Action Specialist in DCR. However, the Affirmative Action Specialist has taken on this work in addition to the assigned AA and investigation work of that position. As implementation has progressed, the RESJ work has increased to the point that a full-time position is required dedicated to the initiative. The new Equity Coordinator position description identifies

...highly responsible professional, policy, and strategy work in the planning, development and implementation of the Racial Equity and Social Justice Initiative. This work is characterized by a high degree of self direction, knowledge, judgment, and initiative in coordinating and overseeing a comprehensive civil rights and equity programs in accordance with all applicable state and federal laws, City ordinances, and professional standards. Under the general supervision of the Civil Rights Director, the incumbent serves as a lead coordinator of the City’s Racial Equity and Social Justice Team, participates in formulation and administration of equity and civil rights policies and in the implementation of equity and civil rights issues.

The responsibilities of this position compare favorably to other positions in CG18, Range 10, specifically the Food and Alcohol Policy Administrator and the Neighborhood Resource Coordinator. The General Responsibilities of the Food and Alcohol Policy Administrator state:

This position will direct food and alcohol policy work for the City of Madison by providing leadership and strategic direction to policymakers and stakeholders including, but not limited to, policy development, coordination, implementation, and analysis. The position will have an intense focus on providing equitable access to healthy, affordable, culturally appropriate food to all communities and developing policies that positively impact the health and well-being of all residents of the City of Madison and beyond. The responsibilities include leading the city’s efforts in food and alcohol policy, programs, and initiatives by engaging key stakeholders,

including elected officials, senior management, and key organizations; directing the work of key policy committees and/or councils; implementing policies, programs, and initiatives relating to food and alcohol on behalf of the City by administering policy changes, managing contracts and projects, and leading initiatives; and, directly advising the Mayor on food and alcohol policy and serving as his or her representative on food and alcohol issues.

Likewise the general responsibilities of the Neighborhood Resource 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.

Although there are differences in terms of specific responsibilities and focus, all three classifications have responsibility within their respective areas for:

- Community issues;
- Research and assessment of trends and initiatives;
- Strategy and initiative creation and implementation;
- Communication, collaboration and coordination with numerous individuals, both internally and externally;
- Staffing committees and/or teams;
- Preparing and presenting reports and oral presentations to high level staff and officials;
- Monetary/budgetary considerations, such as grants, contracts and financial assistance.
- Strong leadership (although none of the classifications have responsibility for direct supervision of staff).

Because the level of work performed is commensurate with the Food and Alcohol Policy Administrator and the Neighborhood Resource Coordinator in CG18, R10, I recommend that a new classification of Equity Coordinator be created in CG18, R10, and the position identified as such in the DCR operating budget be recreated into the new classification.

We have prepared the necessary Resolution to implement this recommendation.

Editor’s Note:

Compensation Group/Range	2015 Annual Minimum (Step 1)	2015 Annual Maximum (Step 5)	2015 Annual Maximum +12% longevity
18/10	\$61,215	\$73,569	\$82,398

cc: Lucia Nuñez—Director of Civil Rights