

TO: Personnel Board

FROM: Harper Donahue, Human Resources

DATE: May 24, 2013

SUBJECT: Community Development Grants Supervisor

Community Development Division Director, Mr. Jim O'Keefe, has requested a study of the Community Development Grants Supervisor position, in CG18, Range 13, currently vacant. O'Keefe was hired as the Community Development Director in November, 2012. At that time, and until recently, the Community Development Grants Supervisor position was being filled on a short-term, interim, basis by Mr. Hickory Hurie. After serving as the Division Director for six months, now that the position is vacant, O'Keefe has determined that there is a strong need to restore external functions of the position that were removed in 2009; when the position was deleted, and recreated in Compensation Group 18, at Range 13.

Prior to the previous Community Development Division Director, Mr. Bill Clingan's hire, in December of 2009, the 2009 budget was passed in November of 2008. The 2009 budget included a provision to delete the position of Community Development Grants Supervisor, in CG 18, Range 15. According to the budget document, there was an expectation that those duties could be absorbed by the Division Director. However, after being in the position for close to a year, Clingan determined that a supervisor position was needed to oversee the operations of the Community Development Block Grant (CDBG) Office, and requested that the recently deleted supervisor position be recreated. Clingan agreed to keep several functions of the former position, pursuant to the budget directive. The Community Development Grants Supervisor position was ultimately recreated, but the removal of several key external functions resulted in the position being downgraded from Range 15, to Range 13, in Compensation Group 18.

The current Community Development Grants Supervisor (CG18/R13) class specification (attached) identifies:

...responsible professional and supervisory work within the Community Development Division of the Department of Planning & Community & Economic Development, and specifically within the Community Development Block Grant (CDBG) Office. In conjunction with the Community Development Division Director, this position is responsible for supervising the work of professional staff on a day-to-day basis. This includes assisting in the planning, implementing, evaluating and reporting of the activities of the CDBG Office. The Division is involved in providing a broad range of services relative to community development, primarily in conjunction with grants, equity, and loan funds, human services and related policy development. The position will work as part of a Division management team while implementing City initiatives. Working within the framework of the Division and under the supervision of the Community Development Division Director, the employee exercises considerable judgment in meeting the goals and objectives of the Community Development Division and the City of Madison.

Prior to the Community Development Grants Supervisor position being downgraded to Range 13, the position was responsible for public relations and informational components for the CDBG program, engaging with external stakeholders to participate in needs analysis and other analysis of community issues, collaborating with community agencies in developing programming, and leading both inter-departmental and intra-departmental teams to develop long range plans. In addition, at Range 15, the classification required greater levels of responsibility and involvement with the budget development for the division. The intent is that these duties and responsibilities are restored to the classification. Based on this,

I conclude that Range 15 will again be an appropriate placement for the Community Development Grants Supervisor position.

The necessary Ordinance and Resolution has been prepared to implement these recommendations.

Attachments

Compensation Group/Range	2013 Annual Minimum (Step 1)	2013 Annual Maximum (Step 5)	2013 Annual Maximum +12% longevity
18/13	\$68,455	\$82,350	\$92,222
18/15	\$75,117	\$90,444	\$101,296

cc: Jim O'Keefe, Community Development Division  
Mike Lipski – HR Services Manager