

TO: Personnel Board

FROM: Michael Lipski, Human Resources

DATE: September 12, 2012

SUBJECT: Alcohol Policy Coordinator-Mayor's Office

At the request of the Mayor's Office, I have reviewed the position (#4004) of Alcohol Policy Coordinator (CG18, Range 08) currently occupied by Mark Woulf. This position has worked in the Mayor's Office, under the direct supervision of a Mayoral Assistant, addressing alcohol-related issues in the City. The position staffs the Alcohol License Review Committee, serves as liaison with taverns and establishments throughout the City on alcohol-related matters, recommends policy and ordinance changes, and performs other duties pertaining to alcohol and issues of abuse. The Mayor's Office has reviewed this position and expanded the focus such that it now performs a similar function in the areas of substance abuse and food policy. The essential duties remain the same in terms of reviewing current policy, recommending changes to policies and ordinances, researching other communities, and performing outreach activities. The training and experience requirements are also unchanged. As such, a change in salary range is not required. However, I recommend retitling the classification to "Food and Alcohol Policy Coordinator" to reflect the expanded focus of the position. In addition, the incumbent should have his position recreated in the new classification.

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

Attachments

Compensation Group/Range	2012 Annual Minimum (Step 1)	2012 Annual Maximum (Step 5)	2012 Annual Maximum +12% longevity
18/08	\$53,878	\$63,935	\$71,604

cc: Astra Iheukumere-Assistant to the Mayor
 Paul Soglin-Mayor
 Mark Woulf-Alcohol Policy Coordinator