

TO: Personnel Board

FROM: Mike Lipski, Human Resources

DATE: February 20, 2017

RE: Mayor's Office Administrative Coordinator—Mayor's Office

The Mayor has requested that a new professional position be created in his office to perform work related to Sister City relationships, management of contracts and grants, and work related to committee assignments. The existing position of Program Assistant 2 would be recreated as the new position so there would not be a change in overall staffing within the Mayor's Office. A draft position description has been written and is attached. After reviewing this position description, and conversations with Katie Crawley and Nick Zavos from the Mayor's Office, I recommend the following actions:

- Create a new classification of Mayor's Office Administrative Coordinator in CG18, Range 8; and
- Recreate position #65 of Program Assistant 2 as a Mayor's Office Administrative Coordinator in CG18, Range 8, to be opened for competition among existing Mayor's Office staff. Until the new position is filled, the incumbent of position #65 will underfill the new position as a Program Assistant 2.

The Mayor's Office currently is staffed with the Mayor, 5 Deputy Mayors, a Food Policy Administrator, a Neighborhood Resources Coordinator, a Program Assistant 2, 2 Mayoral Office Clerks, and the Secretary to the Mayor. In the last year, there has been turnover in the Secretary to the Mayor, the Food Policy Administrator, and the Mayoral Office Clerk positions. This turnover has allowed the Mayor's Office staff to better evaluate how to divide work duties and responsibilities. As a result, the Mayor's Office has concluded that certain responsibilities should be assigned to a new professional position that is part of the civil service. This way, the Mayor's Office will not lose institutional knowledge when there is a change of administrations.

One major example of this is the Sister City program. Currently, this responsibility is assigned to a Deputy Mayor. However, when there is a changeover in administrations, it always takes time for the new administration to learn the program. By having the new position take on this responsibility, continuity will be maintained over time. This new professional position will allocate approximately 15% of the time to maintaining relationships with the Sister Cities, hosting delegations from our various Sister Cities, managing the Sister City budget, and serving on the Sister City Committee.

This position will also have responsibility for developing and managing contracts and loan agreements within the Mayor's Office. For instance, this position will manage Seed Grants and Healthy Retail Grants, which are ongoing. In addition, the position will have responsibility for other grants that arise, such as USDA grants. The work relative to these grants is similar to that performed by a Grants Administrator (CG18, R08) and will encompass approximately 25% of the position's time.

Finally, this position would continue responsibility for managing appointments to the 100+ City boards, commissions, and committees. This position has a greater focus on recruitment and outreach

designed to ensure a diverse group of residents to serve on the committees. In addition, this position would ensure all appointments are made in compliance with relevant statutes and ordinances.

This work is currently not described by an existing classification. As a result, I recommend creating a new classification of Mayor's Office Administrative Coordinator. The minimum requirements for the position would be a degree in political science, community organizing, business or public administration, or a related field, as well as a year of experience overseeing administrative programs.

In reviewing the work of this position, I recommend placement in CG18, Range 8. As noted above, the work relating to managing contracts and loan agreements is comparable to a Grants Administrator, and the Grants Administrator 2, which is the objective level of the Grants Administrator series, is in CG18, Range 8. Also, the work related to Sister Cities is professional in nature, and the objective level of most of our professional positions is in Range 8. The training and experience requirements are also consistent with that of other 18-08 positions. While the Mayor's Office has 2 professional positions in Range 10, the Neighborhood Resources Coordinator and the Food Policy Administrator, both of these positions have a greater role in defining the scope of their programs, developing relationships with various community groups, and developing policy, which justifies their placement at a higher range.

The necessary resolution to implement this recommendation has been drafted.

Editor's Note:

Compensation Group/Range	2017 Annual Minimum (Step 1)	2017 Annual Maximum (Step 5)	2017 Annual Maximum +12% longevity
18/08	\$60,085	\$71,300	\$79,856

cc: Mayor Paul Soglin
Katie Crawley—Deputy Mayor
Nick Zavos—Deputy Mayor