

TO: Finance Committee

FROM: Emaan Abdel-Halim

DATE: June 2, 2021

RE: Addition of 1.0 FTE Community Development Specialist I

The Community Development Division Director, Jim O’Keefe, and Community Resources Program Manager, Yolanda Shelton-Morris, request the 2021 Community Development Division Operating Budget be amended to add a 1.0 FTE Community Development Specialist I position. The proposed request is a result of a Department of Justice 3-year grant awarded to the City in late 2020, by the Bureau of Justice Assistance for outreach and partner building with the public, stakeholders, and community partners for the Innovations in Community Based Crime Reduction (CBCR) program.

The following Finance Committee approval is requested:

- Addition of 1.0 FTE Community Development Specialist I (LTE) to the Community Development Division operating budget.

The U.S. Department of Justice, Bureau of Justice Assistance (BJA) – Innovations in Community Based Crime Reduction (CBCR) program invests in the development of partnerships between local law enforcement, researchers, and community members to reduce crime. The purpose of the program is to leverage cross-sectorial community leadership and resources to innovatively address local crime hot spots. The grant award provides resources to closely examine the varied factors contributing to crime, to select appropriate response strategies based on evidence of what has worked elsewhere, and then collaborate with diverse partners as they implement those strategies. The City will focus on the socio-economic factors contributing to crime, specifically within downtown Madison. This Community Development Specialist I position will work together with Madison Police Department and will partner with the UW Population Health Institute to provide expertise in community engagement, action research and evaluation research to support the objectives of the project. This position will serve as the project lead in gathering input and information guiding the development of a Downtown Public Safety Initiative plan. Given the 3-year grant award is designated for specific project work, I recommend creating this Community Development Specialist I as a limited term employment (LTE) position because the defined duration of the project will be less than four years.

The total estimated annual cost in salary and benefits for the transfer is \$75,000. These costs are currently included in the Community Development Division – Community Support Services budget.

Editor’s Note:

Classification	Compensation Group/Range	2021 Annual Minimum (Step 1)	2021 Annual Maximum (Step 5)	2021 Annual Maximum (+12% longevity)
Community Development Specialist I	18/06	\$ 60,836	\$ 71,630	\$ 80,226

Cc: Jim O’Keefe, Community Development Division Director
 Yolanda Sheton-Morris, Community Resources Program Manager