

Common Council needs:

- Alder orientation & support
 - New alder orientation – Chief of Staff/Legislative Management System Specialist in conjunction with Council leadership
 - Retreats – Chief of Staff in conjunction with Council President

PD Language:

Work collaboratively with the Common Council President and Legislative Systems Management Specialist to develop new alder orientation and alder retreats.

- Help alders navigate working with other city staff – Chief of Staff

PD Language:

Assist council members in navigating City legislative process, administrative policies, scheduling high-level meetings, and interfacing with departments.

- Scheduling **high level** meetings – Chief of Staff/Legislative Management System Specialist in conjunction with Council leadership

PD Language:

See above

- **Attending high level meetings** – Chief of Staff

PD Language:

Attend Common Council, Executive Committee, Department/Division Head, Finance Committee, and other meetings at the direction of the President and/or consensus of the Executive Committee to ensure appropriate communication and the free flow of information between the Common Council, Mayor's Office, and City Staff.

- Expense report – Legislative Management System Specialist with support from Chief of Staff, if needed

PD Language:

Oversee all aspects of the Common Council Office, including planning and organizing work and resources to ensure the highest level of service possible. Analyze and modify organizational structures and workflow to improve efficiency, creativity, and accountability.

- ~~3rd party for~~ conflict resolution/reconciliation (**Tory to reword**) – Chief of Staff

PD Language:

Work with Council Office Staff, City Staff, and Alders to resolve problems, identify areas for improvement, facilitate change, and take corrective action when necessary.

- Operations of council office
 - Hiring, Training, Supporting, Coaching council staff – Chief of Staff
 - ~~Efficient o~~Operations – Chief of Staff
 - **Performance review of Council staff** – Chief of Staff

PD Language:

Supervise, plan, organize, coordinate, assign and evaluate the work of Council Office staff. Establish and implement operational policies, goals and objectives for the department within guidelines provided by the Executive Committee; and assure departmental operations are carried out.

Facilitate and lead the hiring, coaching, training, engagement, and development of Council Office staff to allow staff to reach maximum potential and performance.

- BCC Admin Support – **Under supervision of Chief of Staff (possible new position)**
 - Legistar for CC meetings
 - CCEC
 - Pres. Workgroups
 - Ad Hoc Committees
 - BCC support
- Policy Development & Analysis – **Oversee the work assignments of the Legislative Analyst and assist with research prioritization. Assign and coordinate with Legislative Analyst the process to review or create City initiatives, studies, programs and include City staff in the process.**

PD Language:

Review the policy analysis of Council Office staff, identify areas of improvement, and suggest resolutions or ordinance modifications where appropriate.

- Mayor's office communication – Chief of Staff

PD Language:

1. Work with the Mayor's Office, City departments, community organizations, and other stakeholders where tact, persuasiveness and judgment must be exercised to reach an objective or maintain goodwill. AND/OR
2. Attend Common Council, Executive Committee, Department/Division Head, Finance Committee, and other meetings at the direction of the President and/or consensus of the Executive Committee to ensure appropriate communication and the free flow of information between the Common Council, Mayor's Office, and City Staff.

- Resident Engagement and Communication – **Possible new position**
 - ~~Mayor's office communication – what's happening~~
 - Supporting alders to connect with their constituents
 - Ensuring public gets the info they need
 - Helping residents get what they need from city agencies
- Other
 - ~~Staff historical knowledge like~~ **Navigating the City budget process with alders, Finance, and other City departments.** – Chief of Staff

PD Language:

See above

Current Council Office Staffing

- Legislative Management (Matalin)
- Legislative Analysis (Karen)
- Clerical support (Debbie)
- Chief of Staff (vacant)
- Communications & Resident Engagement (proposed)